General Information

The Virginia Medicaid Web Portal can be accessed through the following link: www.virginiamedicaid.dmas.virginia.gov

The Web Portal is available daily 24 x 7 with the exception of routine maintenance which is posted in advance.

The Commonwealth of Virginia Medicaid Web Portal's home page contains various portlets (sections within a portal page) and navigational tabs.

Portlets:

- Welcome
- Physician Primary Care Increase
- Web Announcements
- Quick Links
- Login

Navigational Tabs:

- Provider Services
- Provider Resources
- EDI Support
- Documentation
- EHR Incentive Program
- FAQ

The public portal contains the Login portlet. This portlet is used for logging in to the pages that require additional security. The login choice is based upon the user's role and lets the user access the secured portal functionality.

Data Elements

New Data Elements, not previously defined:

- InternalUser ID (PDE-0458)
- User Password (PDE-0459)
- User Email (PDE-0460)
- Security Question Response (PDE-0461)
- Internal User Password (PDE-0462)

Data Elements, previously defined:

- User ID (existing - User ID PDE-0006)
- Provider ID (existing – Billing Provider NPI PDE-0007)

Submitter ID (PDE-0006)

General Information

This is the User ID of the Provider that logged into the portal.

Page	Create New Crossover Part B Template - (template name) Create New Professional Claim Template – (template name) Create New Institutional Claim Template – (template name) Create New Crossover Part B Claim Create New Professional Claim Create New Institutional Claim
Portlet Name	Submitter Information
Element Type	Text Box
Data Type	String
Field Type	Protected
Size	N/A
MMIS Data Element	DE-USER-ID DE-CLAIM-TECH-CODE
MMIS DE Number	DE0012

Business Rules

- This field is read only and always populates with the User ID of the Provider logged into the portal.

Valid Values

N/A

Outputs

- DDE-F-0003 - Claims_DDE_ECM_PDF_Date

Screens

- DDE-S-0002 – Create New Crossover Part B Template – (template name)
- DDE-S-0003 – Create New Crossover Part B Claim
- DDE-S-0008 – Create New Professional Claim Template – (template name)
- DDE-S-0009 – Create New Professional Claim
- DDE-S-0012 – Create New Institutional Claim Template – (template name)
- DDE-S-0013 – Create New Institutional Claim

Tables – MMIS/DB2

N/A

Tables - Portal

- DDE-T-0002 - Portal Claim Table (WP_CLM_TB)
- DDE-T-0001 – Web Portal Claim Template Table (WP_CLM_TMPLT_TB)

Billing Provider NPI (PDE-0007)

General Information

This is the CMS issued 12 digit National Provider Identifier (NPI) of the billing provider of if an atypical provider, this will be the Atypical Provider Identifier (API) issued by DMAS. This field will reflect the NPI/API associated with the user's id.

Page	Create New Crossover Part B Template - (template name) Create New Crossover Part B Claim Create New Professional Claim Template – (template name) Create New Professional Claim Create New Institutional Claim Template – (template name) Create New Institutional Claim
Portlet Name	Crossover Part B - Provider Information Professional – Billing Provider Information Institutional – Billing Provider
Element Type	Text Box
Data Type	Numeric
Field Type	Required
Size	10
MMIS Data Element	DE-CLAIM-BILL-PROVIDER-NUMBER
MMIS DE Number	DE2004

Business Rules

- Required numeric field

Valid Values

N/A

Outputs

- CP-F-074 - Claims Data Entry Title-18 File
- CP-F-071 – Claims Data Entry Professional File

- CP-F-072 – Claims Data Entry Institutional File
- DDE-F-0003 - Claims_DDE_ECM_PDF_Date

Screens

- DDE-S-0002 – Create New Crossover Part B Template – (template name)
- DDE-S-0003 – Create New Crossover Part B Claim
- DDE-S-0008 – Create New Professional Claim Template – (template name)
- DDE-S-0009 – Create New Professional Claim
- DDE-S-0012 – Create New Institutional Claim Template – (template name)
- DDE-S-0013 – Create New Institutional Claim

Tables – MMIS/DB2

N/A

Tables - Portal

- DDE-T-0002 - Portal Claim Table (WP_CLM_TB)
- DDE-T-0001 – Web Portal Claim Template Table (WP_CLM_TMPLT_TB)

Internal User ID (PDE-0458)

General Information

Each DMAS or Xerox user will be assigned a unique User ID by DMAS security.

The User ID will be a maximum of 8 characters. For DMAS users, the user ID will be an e-code, for Xerox users, the user ID will be a xa-code.

Page	Public Portal – Internal User Log In
Portlet Name	Login
Element Type	Text Box
Data Type	String
Field Type	Required
Size	8
MMIS Data Element	N/A
MMIS DE Number	N/A

Business Rules

N/A

Valid Values

N/A

Outputs

N/A

Screens

- PUB-S-0026 – Public Portal – Internal User Login

Tables – MMIS/DB2

N/A

Tables - Portal

N/A

User Password (PDE-0459)

General Information

This is the password created during the registration process when the user establishes their profile. The password is used in conjunction with the User ID (PDE-0006) to authenticate the user at the time of login.

The portal password must be a minimum of 8 characters and must include three (3) of the following four (4) requirements:

- Capital/Upper case letter
- Lower case letter
- Number
- Special character (!, $, #, %)

Page	Public Portal – Provider Log In
Portlet Name	Existing User Login
Element Type	Text Box
Data Type	String
Field Type	Required
Size	16
MMIS Data Element	N/A
MMIS DE Number	N/A

Business Rules

N/A

Valid Values

N/A

Outputs

N/A

Screens

- PUB-S-0002 – Public Portal – Provider Login

Tables – MMIS/DB2

N/A

Tables - Portal

- PUB-T-0002 - WP_WEB_PSWD_TB – Web Password Table

User Email (PDE-0460)

General Information

This is the user's email address entered during the registration process when the profile was established. The email is used in conjunction with the Billing Provider ID (PDE-0007) to supply the user with their User ID (PDE-0006) if they request it due to a forgotten ID.

If the user forgets their password, they can request a temporary one that will also be sent to the email address established with this profile.

Page	Public Portal – Forgot User ID
Portlet Name	Forgot User ID
Element Type	Text Box
Data Type	String
Field Type	Required
Size	19
MMIS Data Element	N/A
MMIS DE Number	N/A

Business Rules

- Must contain a valid domain (i.e. .com, .gov, .org, etc)

Valid Values

N/A

Outputs

N/A

Screens

- PUB-S-0021 – Public Portal – Forgot User ID

Tables – MMIS/DB2

N/A

Tables - Portal

- PUB-T-0001 - Web Registration Table - WP_WEB_RGSTR_TB

Security Question Response (PDE-0461)

General Information

This is the response to the one of the three security questions established by each user during the registration process when the profile was established. The security questions and their responses are used to supply the user their forgotten User ID (PDE-0006) and/or password (PDE-0459) when requested via Forgot User Id or Forgot Password functionality.

Page	Public Portal – Forgot User ID Public Portal – Forgot Password
Portlet Name	Forgot User ID Forgot Password
Element Type	Text Box
Data Type	String
Field Type	Required
Size	100
MMIS Data Element	N/A
MMIS DE Number	N/A

Business Rules

N/A

Valid Values

N/A

Outputs

N/A

Screens

- PUB-S-0023 – Public Portal – Forgot User ID – Security Questions
- PUB-S-0024 – Public Portal – Forgot Password – Security Questions

Tables – MMIS/DB2

N/A

Tables - Portal

- PUB-T-0003 – Web Security Questions Answers Table - WP_SECUR_QUES_ASWR_TB

Internal User Password (PDE 0462)

General Information

This is the password created during the initial user set up. The password is used in conjunction with the Internal User ID (PDE-0458) to authenticate the user at the time of login.

The portal password must be 8 characters and must include three (3) of the following four (4) requirements:
• Capital/Upper case letter
• Lower case letter
• Number
• Special character (!, $, #, %)

Page	Public Portal – Internal User Log In
Portlet Name	Login
Element Type	Text Box
Data Type	String
Field Type	Required
Size	*
MMIS Data Element	N/A
MMIS DE Number	N/A

Business Rules

N/A

Valid Values

N/A

Outputs

N/A

Screens

- PUB-S-00026 – Public Portal – Internal User Login

Tables – MMIS/DB2

N/A

Tables - Portal

N/A

Outputs

- Forgot User ID Email (PUB-O-0001)
- Forgot Password Email (PUB-O-0002)

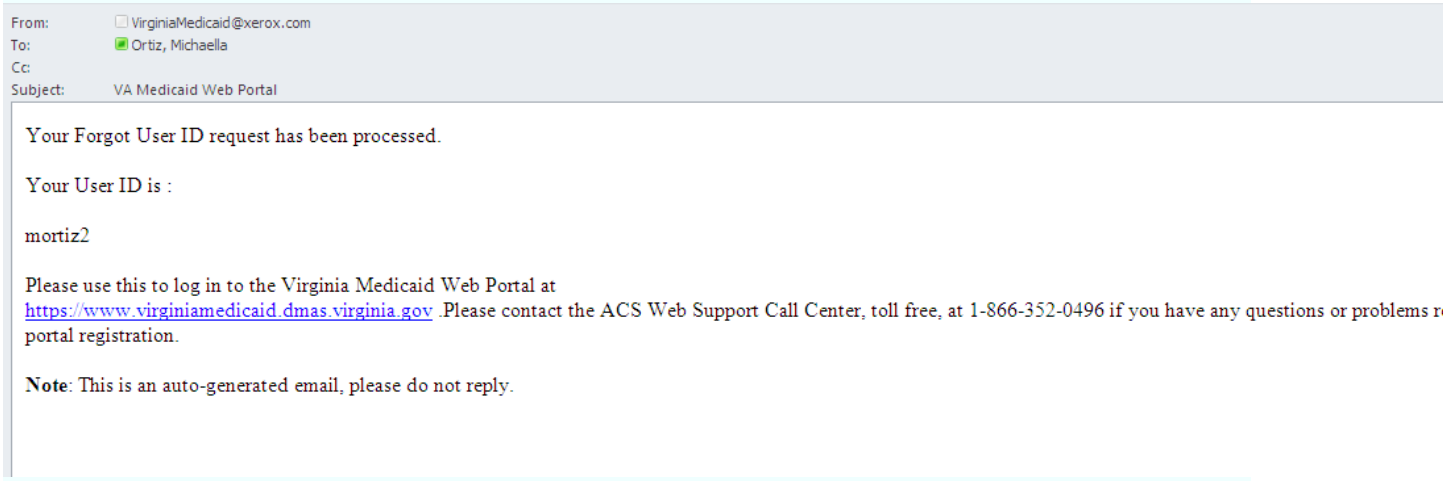
Forgot User ID Email (PUB-O-0001)

General Information

When the user successfully completes the security questions (PDE-0461) created during the establishing of the security profile, an email is generated and sent to the email address (PDE-0460) associated with the User ID (PDE-0006).

Data Elements

The following is an example of the email generated and sent to the user who has forgotten their User ID.



From: VirginiaMedicaid@xerox.com
To: Ortiz, Michaella
Cc:
Subject: VA Medicaid Web Portal

Your Forgot User ID request has been processed.

Your User ID is :

mortiz2

Please use this to log in to the Virginia Medicaid Web Portal at
https://www.virginiamedicaid.dmas.virginia.gov .Please contact the ACS Web Support Call Center, toll free, at 1-866-352-0496 if you have any questions or problems r
portal registration.

Note: This is an auto-generated email, please do not reply.

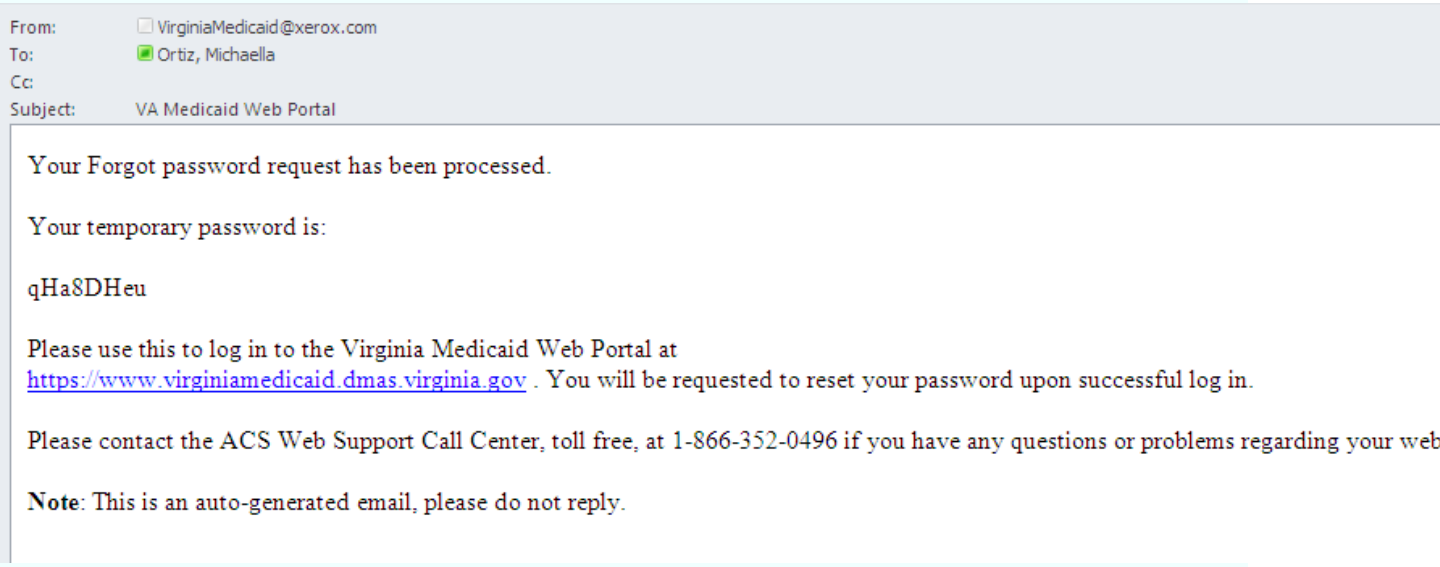
Forgot Password Email (PUB-O-0002)

General Information

When the user successfully completes the security questions (PDE-0461) created during the establishing of the security profile, an email is generated and sent to the email address (PDE-0460) associated with the User ID (PDE-0006) giving them the forgotten password (PDE-0459).

Data Elements

The following is an example of the email generated and sent to the user who has forgotten their password.


From: VirginiaMedicaid@xerox.com
To: Ortiz, Michaella
Cc:
Subject: VA Medicaid Web Portal

Your Forgot password request has been processed.

Your temporary password is:

qHa8DHeu

Please use this to log in to the Virginia Medicaid Web Portal at
https://www.virginiamedicaid.dmas.virginia.gov . You will be requested to reset your password upon successful log in.

Please contact the ACS Web Support Call Center, toll free, at 1-866-352-0496 if you have any questions or problems regarding your web

Note: This is an auto-generated email, please do not reply.

Programs

- Common Services Layer (PUB-P-0001)
- Forgot User ID/Password Email Generation (PUB-P-0002)

Common Services Layer (PUB-P-0001)

General Information

When the user needs to link to a document (i.e. pdf) that is stored within the EMC, parameters are supplied to a Common Services Layer (CSL) that is passed to the ECM retrieval program.

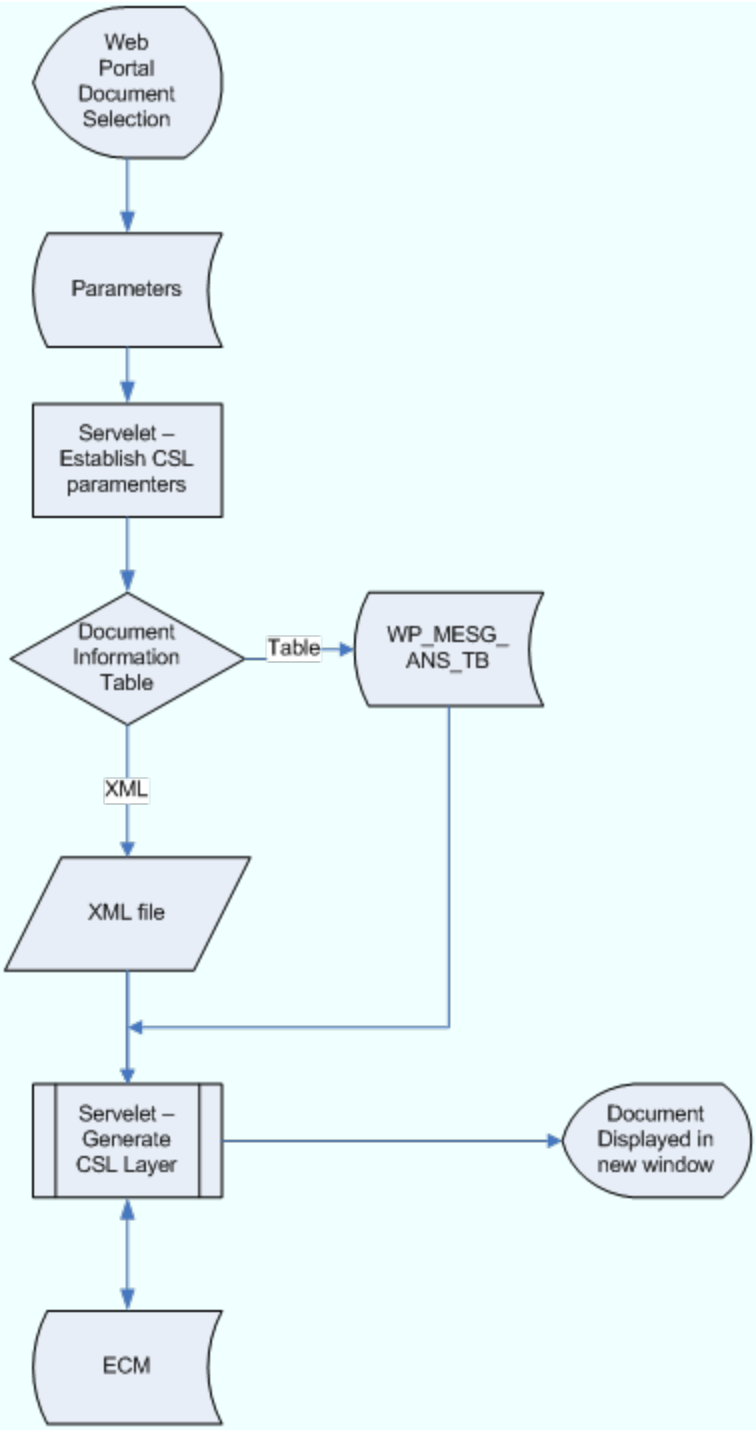
The ECM retrieves the document based on the parameters supplied and returns the document to the Web portal for display.

The portal passes parameters from the portal link to this program. Based on these parameters, the program will either retrieve information from the WP_MESG_ANS_TB (PUB-T-0004) or utilize what was in the passed parameters.

The information is used to generate the the CSL and trigger the WebServices call to retrieve the document from the ECM.

Once returned the document is displayed in a new portal window.

Process


Web Portal Document Selection
Parameters
Servelet – Establish CSL paramenters
Document Information Table
Table
WP_MESG_ ANS_TB
XML
XML file
Servelet – Generate CSL Layer
Document Displayed in new window
ECM

Forgot User ID/Forgot Password Email Generation (PUB-P-0002)

General Information

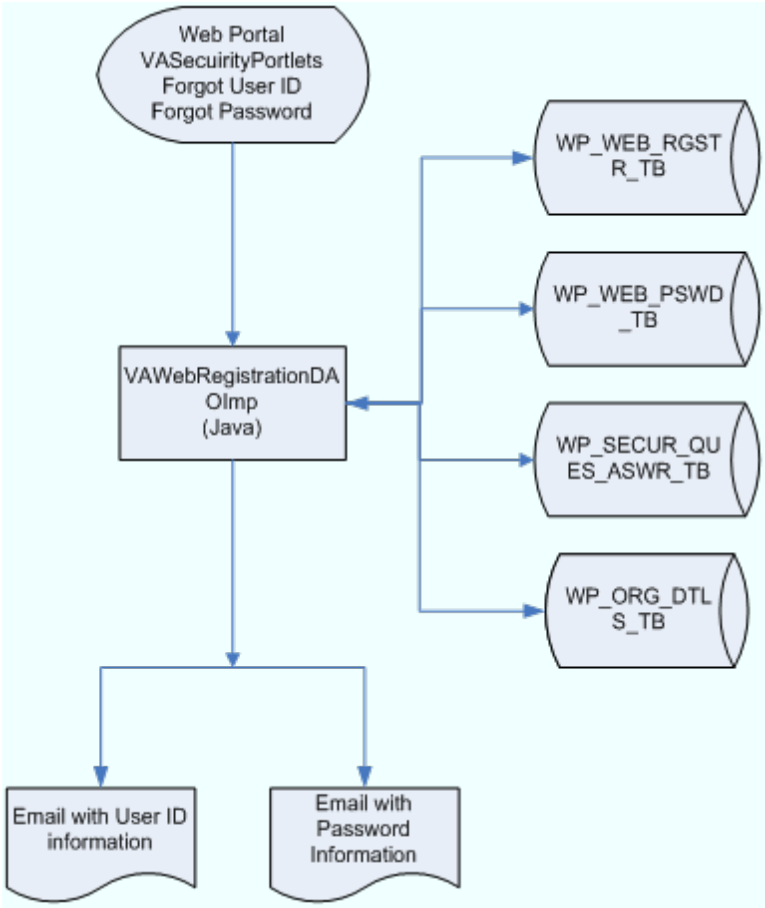
When the user forgets their User ID or password, they can take advantage of the portal's self service functionality and utilize the information that was established at the time they generated a security profile.

This program will validate the information entered for either a forgotten User ID (PDE-0006) or password (PDE-0459).

For a forgotten User ID, the user will furnish their email address and the associated NPI/API. For a forgotten password, the user will furnish their User ID.

If this information is validated, then the three security questions established by the user will be presented. If the user answers the questions correctly this program automatically generates the appropriate email containing either the User ID or the password and sends it to the user email address on file for this user's profile.

Process


Web Portal
VASecuirityPortlets
Forgot User ID
Forgot Password
WP_WEB_RGSTR_TB
WP_WEB_PSWD_TB
VAWebRegistrationDAOImp
(Java)
WP_SECUR_QUES_ASWR_TB
WP_ORG_DTLS_TB
Email with User ID information
Email with Password Information

Screens

- Public Portal – Home Page (PUB-S-0001)
- Public Portal – Provider Login (PUB-S-0002)
- Public Portal – Provider Enrollment Forms (PUB-S-0003)
- Public Portal – Provider Manuals Menu (PUB-S-0004)
- Public Portal – Provider Manuals (PUB-S-0005)
- Public Portal – Provider Manuals Cover Transmittal (PUB-S-0006)
- Public Portal – Medicaid Memos (PUB-S-0007)
- Public Portal – Provider Training Menu (PUB-S-0008)
- Public Portal – Provider Training Courses (PUB-S-0009)
- Public Portal – ARS Training Material (PUB-S-0010)
- Public Portal – Claims DDE Training Material (PUB-S-0011)
- Public Portal – Provider Profile Maintenance Training Material (PUB-S-0012)
- Public Portal – Web Registration Training Material (PUB-S-0013)
- Public Portal – EDI Companion Guides (PUB-S-0014)
- Public Portal – Frequently Asked Questions (FAQ) Menu (PUB-S-0015)
- Public Portal – EDI Testing (PUB-S-0016)
- Public Portal – Electronic Claims Submission Enrollment Packet (PUB-S-0017)
- Public Portal – Paper Claims Forms (PUB-S-0018)
- Public Portal – DMAS Pharmacy Services (PUB-S-0019)
- Public Portal – Provider Links (PUB-S-0020)
- Public Portal – Forgot User ID (PUB-S-0021)
- Public Portal – Forgot Password (PUB-S-0022)
- Public Portal – Forgot User ID – Security Questions (PUB-S-0023)
- Public Portal – Forgot Password – Security Questions (PUB-S-0024)
- Public Portal – Web ARS Tutorials (PUB-S-0025)
- Public Portal – Internal User Login (PUB-S-0026)
- Electronic Health Records Incentive Program (EH-S-0001)

Public Portal – Home Page (PUB-S-0001)

General Information

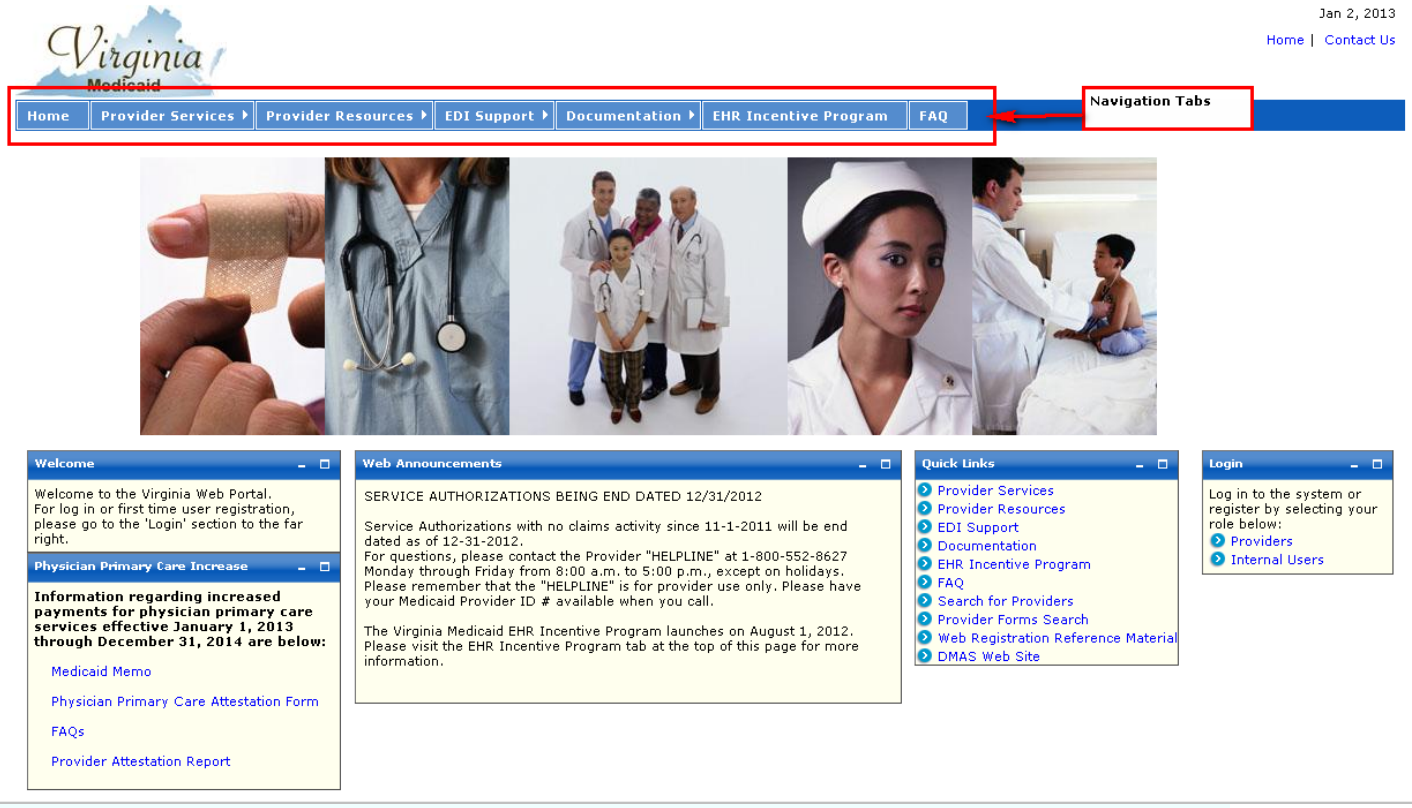
The Virginia Medicaid Web Portal can be accessed through the following link: www.virginiamedicaid.dmas.virginia.gov

The Web Portal is available daily 24 x 7 with the exception of routine maintenance which is posted in advance.

The Commonwealth of Virginia Medicaid Web Portal's home page contains various portlets (sections within a portal page) and navigational tabs.

Screen Name	Public Portal – Home Page
Source/Originator	Internet/Intranet www.virginiamedicaid.dmas.virginia.gov
Usage	Navigation to various tab menus, quick links or to login to the secured portal functionality.

Screen Samples – PUB-S-0001



Navigation Tabs

Provider Services – This tab provides access to the following:

- Provider Enrollment – access to provider enrollment applications for downloading (PUB-S-0003)
- Provider Manuals – access to provider manuals and service center user manuals (PUB-S-0004)
- Provider Forms Search – access to all provider forms needed for doing business with the Department of Medical Assistance Services (FS-S-0001)
- Medicaid Memos to Providers – Medicaid Memorandums from DMAS to the provider community (PUB-S-0007)
- DMAS Provider Services – link to Provider Services on the Department of Medical Assistance Services web site http://dmasva.dmas.virginia.gov/Content_pgs/pr-home.aspx

- DMAS Pharmacy Services – access to the DMAS Pharmacy Services menu (PUB-S-0019)

Provider Resources – This tab provides access to the following:

- Provider Manuals – access to provider manuals and service center user manuals (PUB-S-0004)
- Provider Links – access to other government websites with information benefical for the provider community (PUB-S-0020)
- Provider Training – access to the provider training library
    - Provider Training Library (PUB-S-0008)
    - Provider Home Page Tutorial – opens the Provider Home Page CBT
    - ARS Reference Material – directs the user to the ARS Training Material (PUB-S-0010)
    - Claims DDE Reference Material – directs the user to the Claims DDE Training Material (PUB-S-0011)
    - Provider Profile Maintenance Reference Material – directs the user to the PPM Training Material (PUB-S-0012)
    - DMAS Provider Training – Learning Resources on the DAS web site http://dmasva.dmas.virginia.gov/Content_pgs/ln-home.aspx
- Web Registration – access to Registration FAQ, a Registration Quick Reference Guide, this Registration User's Guide and access to the Registration tutorial (PUB-S-0013)
- Automated Response System (ARS) – access to the ARS Users Guide, ARS FAQ and ARS tutorials (PUB-S-0010)
- Claims Direct Data Entry (DDE) – access to the Claims DDE training material (PUB-S-0011)
- Provider Profile Maintenance – access to the PPM training material (PUB-S-0012)
- Search for Provider - link to Search for Provider functionality (PS-S-0001)

EDI Support – This tab provides access to the following:

- EDI Companion Guides – links to the EDI companion guides for support of EDI transactions (PUB-S-0014)
- EDI FAQ – links to the Frequently Asked Questions (FAQ) Menu (PUB-S-0015)
- EDI Testing – Guidelines for EDI testing (PUB-S-0016)
- EDI Forms and Links – access to EDI forms and links (PUB-S-0017)

Documentation – This tab provides access to the following:

- Provider Enrollment Forms – directs the user to the Provider Enrollment Forms page (PUB-S-0003)
- Paper Claim Forms – directs the user to the Paper Claims Form page (PUB-S-0018)

EHR Incentive Program – This tab directs the user to the EHR Incentive Program page (EH-S-0001)

FAQ – This tab provides access to the following via the FAQ Menu page (PUB-S-0015):

- ARS FAQ
- Claims DDE FAQ
- Provider Profile Maintenance FAQ
- EDI FAQ
- Registration FAQ
- VAMMIS File Transfer System FAQ
- Search for Providers FAQ

Home Page Portlets – Physician Primary Care Increase

Physician Primary Care Increase – this portlet contains information regarding increased payments for physician primary care services.

The portlet contains links to the following:

- Medicaid Memo
- Physician Primary Care Attestation Form
- FAQs
- Provider Attestation Report

Home Page Portlets – Web Announcements

Web Announcements – this portlet contains any information that is applicable to all portal users such as maintenance down time, new policies, etc

Home Page Portlets – Quick Links

Quick Links – this portlet lists links to documents or websites that are applicable to the audience viewing this portal page. Quick Links will be located on various portal pages. For consistency and availability to common information, the first six (6) links will always be the same as the navigation tabs:

- Provider Services
- Provider Resources
- EDI Support
- Documentation
- EHR Incentive Program
- FAQ
- Search for Providers
- Provider Forms Search
- Web Registration Reference Material
- DMAS Web Site

In addition there are links that are applicable to that portal page.

For the Home Page, the additional quick links are the following:

- Search for Providers – access to the search function to find providers by area, speciality, etc (PS-S-0001)
- Provider Forms Search – access to the various forms utilized by the providers (FS-S-0001)
    - Web Registration Reference Material - access to Registration FAQ, a Registration Quick Reference Guide, this Registration User's Guide and access to the Registration tutorial (PUB-S-0013)
    - DMAS Web Site – link to the website for the Department for Medical Assistance Services http://dmasva.dmas.virginia.gov/

Home Page Portlets – Login

This portlet is used for logging in to the secure pages. The login choice is based upon the user's role. For registration and access to secured provider functionality, the user selects the 'Provider' role. For

DMAS, Xerox and other authorized users who need access to the MMIS, ECM, etc, the user selects the 'Internal Users' role.

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button/Link	Action	Link
Home (Navigational tab and link)	Transfers user to the portal Home Page	PUB-S-0001
Contact Us	Opens a contact list of helpful phone numbers for Xerox, DMAS, etc	Contact Us Information pdf
Provider Services – Provider Enrollment Forms	Transfers user to Provider Enrollment Forms page	PUB-S-0003
Provider Services – Provider Manuals	Transfers user to Provider Manuals page	PUB-S-0004
Provider Services – Provider Forms Search	Transfers user to the Provider Forms Search page	PS-S-0001
Provider Services – Medicaid Memos to Providers	Transfers user to the Medicaid Memos page	PUB-S-0007
Provider Services – DMAS Provider Services	Transfers user to the DMAS Provider Services website	http://dmasva.dmas.virginia.gov/Content_pgs/pr-home.aspx
Provider Services – DMAS Pharmacy Services	Transfers user to the DMAS Pharmacy Services Menu	PUB-S-0019
Provider Resources – Provider Manuals	Transfers user to Provider Manuals page	PUB-S-0004
Provider Resources – Provider Links	Transfers users to the Provider Links menu page	PUB-S-0020
Provider Resources – Provider Training	Transfers user to the Provider Training Courses menu	PUB-S-0008
Provider Resources – Web Registration	Transfers user to the Web Registration Training Material menu	PUB-S-0013
Provider Resources – Automated Response System	Transfers user to the ARS Training Material menu	PUB-S-0010

Provider Resources – Claims DDE	Transfers user to the Claims DDE Training Material menu	PUB-S-0011
Provider Resources – Provider Profile Maintenance	Transfers user to the Provider Profile Maintenance Reference Material menu	PUB-S-0012
Provider Resources – Search for Providers	Transfers the user to the Search for Providers menu	PS-S-0001
EDI Support – EDI Companion Guides	Transfers the user to the EDI Companion Guides menu	PUB-S-0014
EDI Support – EDI FAQ	Transfers the user to the Frequently Asked Questions (FAQ) menu	PUB-S-0015
EDI Support – EDI Testing	Transfers the user to the EDI Testing menu	PUB-S-0016
EDI Support – EDI Forms & Links	Transfers the user to the Electronic Claims Submission Enrollment Packet menu	PUB-S-0017
Documentation – Provider Enrollment Forms	Transfers user to the Provider Enrollment Forms page	PUB-S-0003
Documentation – Paper Claim Forms	Transfers the user to the Paper Claims Form page	PUB-S-0018
EHR Incentive Program	Transfers the user to the EHR Incentive Program page	EH-S-0001
FAQ	Transfers the user to the Frequently Asked Questions (FAQ) menu	PUB-S-0015
Physician Primary Care Increase – Medicaid Memo	Retrieves & displays the Medicaid Memo dated 12/28/12 in a new window	Higher Payments for Medicaid Primary Care Services — Effective January 1, 2013 thru December 31, 2014 pdf
Physician Primary Care Increase – Physician Primary Care Attestation Form	Retrieves and displays the Attestation Form in a new window	Certification and Attestation for Physician Primary Care Rate Increase Form-Fee for Service pdf
Physician Primary Care Increase – FAQs	Retrieves and displays FAQs for the Rate Increase in a new window	Medicaid Primary Care Rate Increase FAQs pdf
Physician Primary Care Increase – Provider Attestation Report	Retrieves and displays the Attestation Report in a new window	ESS report
Quick Links – Provider Services	Transfers the user to the same menu and options as the Provider Services navigational tab	See Provider Services tab links
Quick Links – Provider	Transfers the user to the	See Provider Resources tab links

Resources	same menu and options as the Provider Resources navigational tab	
Quick Links – EDI Support	Transfers the user to the same menu and options as the EDI Support navigational tab	See EDI Support tab links
Quick Links - Documentation	Transfers the user to the same menu and options as the Documentation navigational tab	See Documentation tab links
Quick Links – EHR Incentive Program	Transfers the user to the EHR Incentive Program page	EH-S-0001
Quick Links – FAQ	Transfers the user to the Frequently Asked Questions (FAQ) menu	PUB-S-0015
Quick Links – Search for Providers	Transfers the user to the Search for Providers menu	PS-S-0001
Quick Links – Provider Forms Search	Transfers the user to the Provider Forms Search menu	FS-S-0001
Quick Links – Web Registration Reference Material	Transfers user to the Web Registration Training Material menu	PUB-S-0013
Quick Links – DMAS Web Site	Transfers the user to the DMAS web site	http://dmasva.dmas.virginia.gov/

Error Messages

Description	Resolution
No enterable fields	No error messages

Access

This screen is accessed through internet or intranet

1. Sign on to the internet or intranet
2. Key in the url http://dmasva.dmas.virginia.gov/
3. The Public Portal – Home Page will display

Public Portal - Provider Login (PUB-S-0002)

General Information

After selecting the 'Provider' role on the Web Portal Home Page, the provider and the supporting user community are directed to the Provider Login Page.

From this page the users can review 'Welcome' instructions, learn how to register for protected portal functionality or if an existing user, log in to the protected functionality.

Screen Name	Public Portal – Provider Login
Source/Originator	Portal Public – Home Page (PUB-S-0001)
Usage	Review welcome instructions, register for protected portal functionality, utilize quick links or if a previously registered user, log in to the secured provider pages.

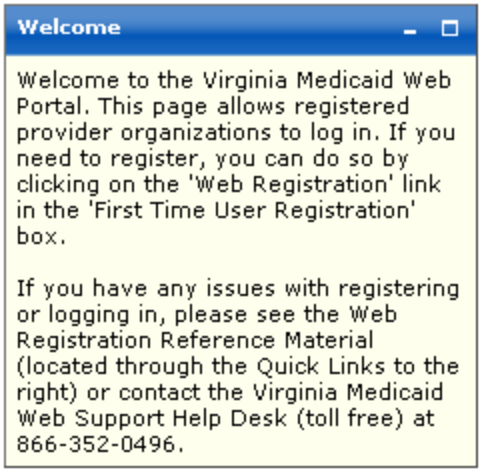
Screen Sample – PUB-S-0002

There are three portlets on this page different from the Web Portal Home Page.

- Welcome portlet
- First Time User Registration portlet
- Existing User Login portlet

Welcome Portlet

The Welcome portlet is reflected below:

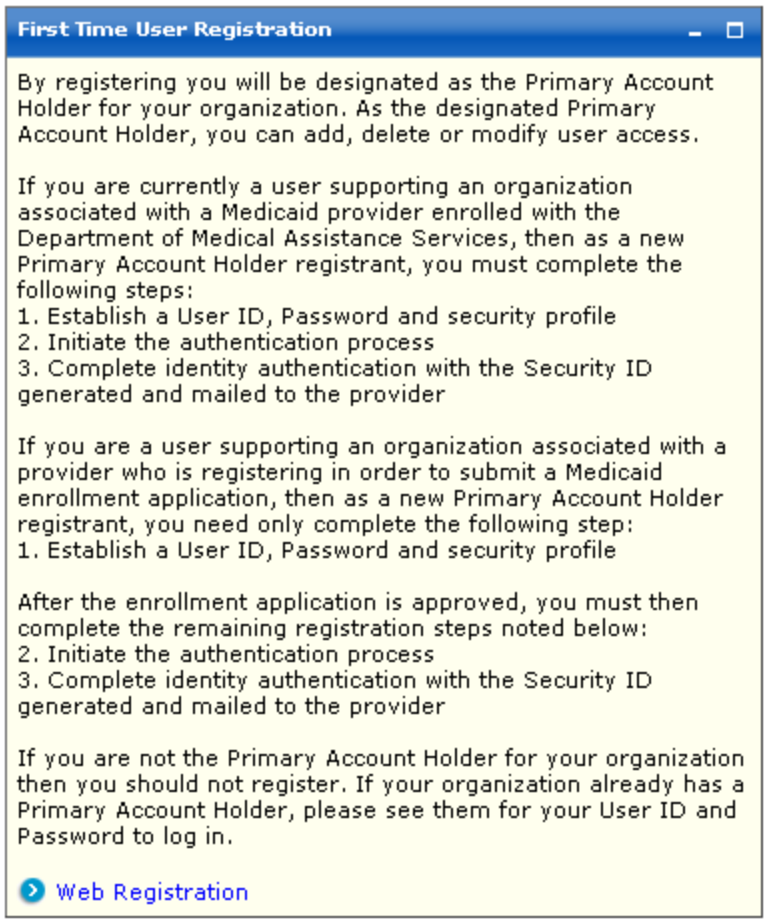


This portlet contains general instructions as well as mechanisms for handling issues or questions:

- Web Registration Reference Material – from the quick links
- Medicaid Help Desk – toll free number

First Time User Registration Portlet

The First Time User Registration portlet is reflected below:



This portlet outlines the steps needed for completing the registration process.

Only the user designated as the Primary Account Holder should complete the registration process.

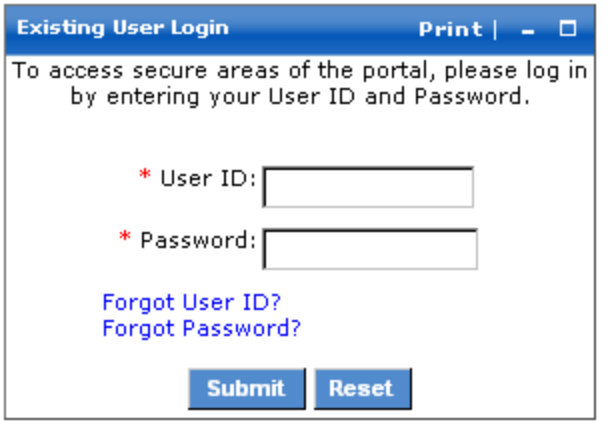
Users that are not designated as the Primary Account Holder would need to contact their Primary Account Holder or Organization Administrator for User ID assignment and temporary password.

As the Primary Account Holder, not previously registered, the user would select the 'Web Registration' link on this portlet.

Existing User Login Portlet

Once the user has established their User and Security Profiles, they will have access to the portal functionality for such things as requesting and applying a Security ID or accessing secured provider services.

The Existing User Login portlet is reflected below:



This portlet is used for applying a registered user's User ID and password. Both are required fields (indicated with a red asterisk *) for the login process.

User ID – this is the User ID created during the registration process when establishing the User Profile.

Password – this is the Password created during the registration process when establishing the User Profile.

The user enters their User ID and Password and clicks 'Submit'

Data Elements

Note: For more detailed information on each of the data elements noted in the table below, please see Data Elements.

Data Element Name (ID)	Instructions
User ID (PDE-0006)	Enter the User ID created during the registration process. This field is enterable and required.
User Password (PDE-0459)	Enter the password associated with the previously entered User ID. Both were created during the registration process. This field is enterable and required.

Screen Navigation

Button	Action	Link
Home	Returns the user to the Home page	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Web Registration	Takes the user to the beginning of the Web Registration process	WPR-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
Submit	Entry of valid registered User ID and associated password routes the user to the Provider Home Page	PRV-S-0001
Reset	Resets all the entered fields and stays on the same page	PUB-S-0002
Forgot User ID?	Routes the user to the Forgot User ID page	PUB-S-0021
Forgot Password?	Routes the user to the Forgot Password page	PUB-S-0022

Error Messages

Description	Resolution
User ID and Password are empty	Enter valid User ID and associated password
Password is required	Enter the password associated with the entered User ID
User ID is required	Enter the registerd User ID associated with the entered password
Invalid User ID or Password	Enter valid User ID and associated password
Your Account has been Locked, Please Contact Help desk. To get Help desk Contact, Click on Contact Us link placed at the right Corner of the page.	Have account unlocked by PAH or help desk and enter valid User ID and associated password.

Screen Access

1. Sign on to the internet or intranet
2. Key in the url http://dmasva.dmas.virginia.gov/
3. Click on ‘Providers’ link in the Login portlet
4. The Provider Login screen will appear.

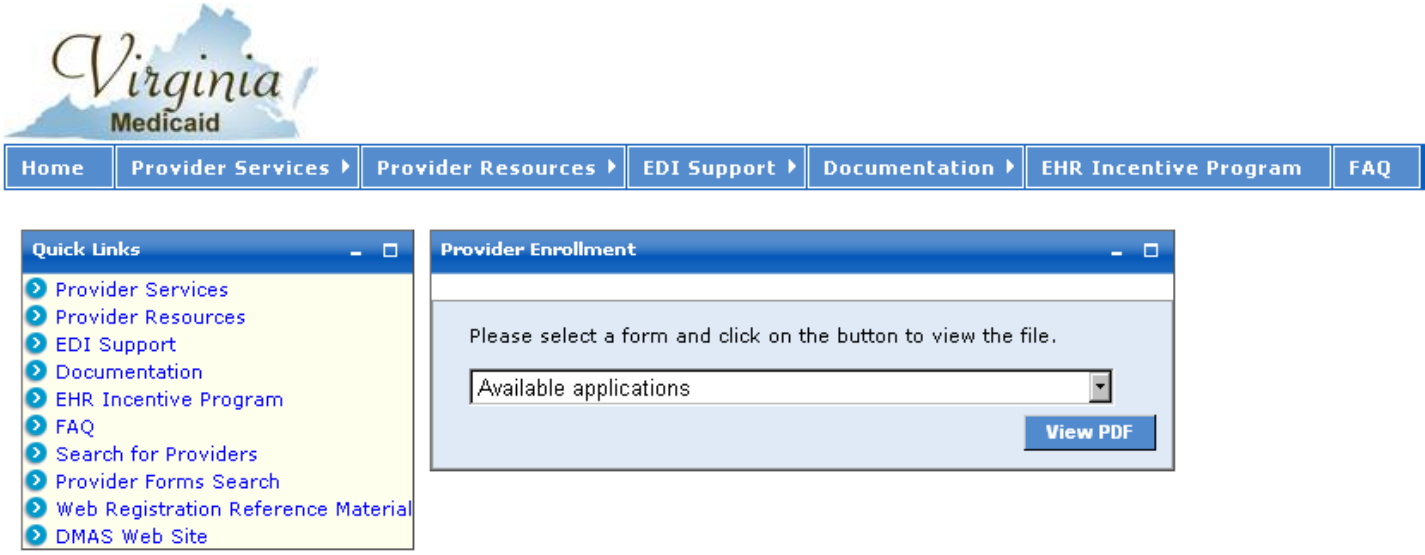
Public Portal – Provider Enrollment Forms (PUB-S-0003)

General Information

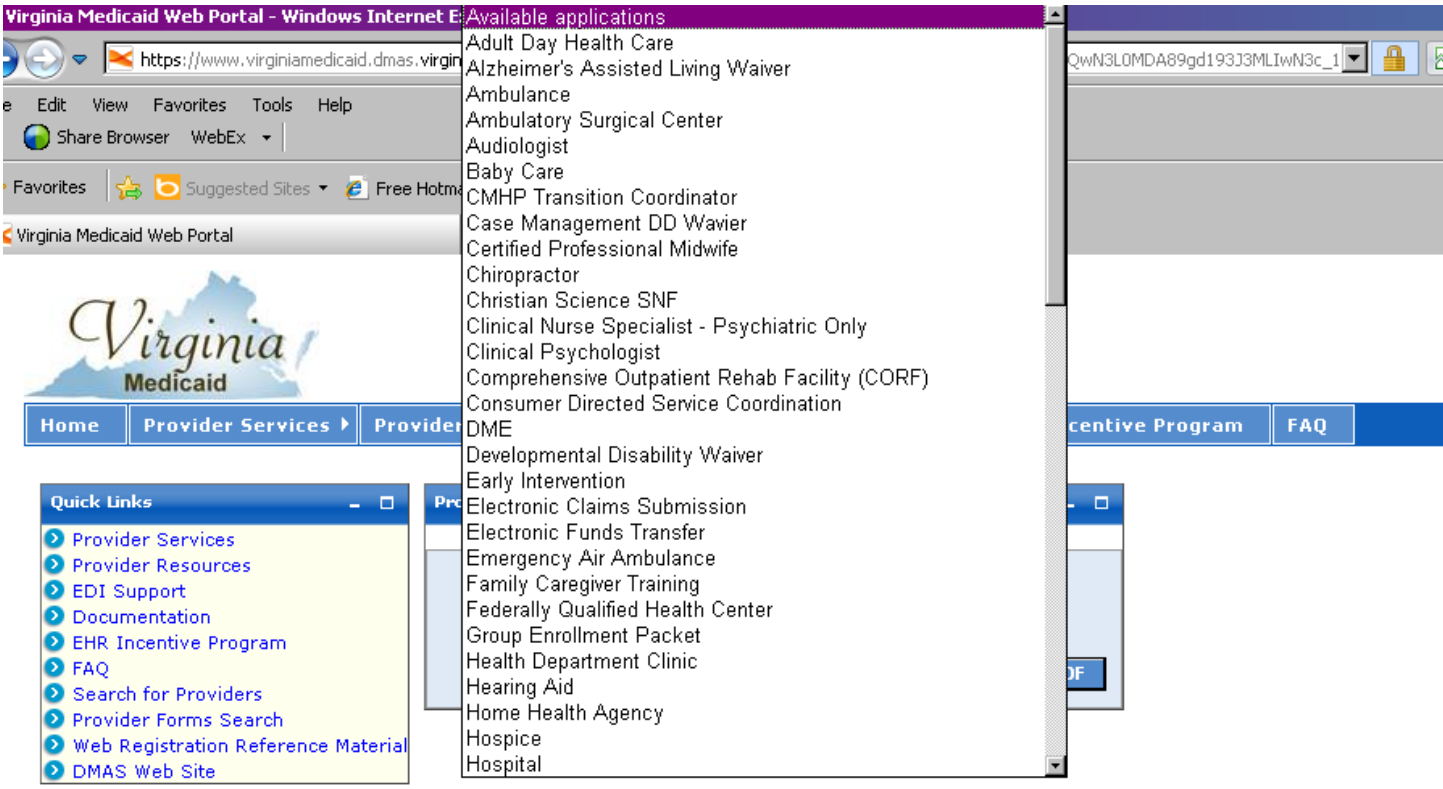
Any provider who needs to enroll as a Medicaid provider or to submit an additional enrollment for a new service location or specialty can utilize this screen to select a pdf version of the provider enrollment form. The form is selected from a drop down list of available provider type applications. Once a drop down option is made, a pdf version of the form will open up in a new portal window and be available for printing.

Screen Name	Public Portal – Provider Enrollment Forms
Source/Originator	Portal Public – Home Page (PUB-S-0001) Portal Public – Provider Login (PUB-S-0002)
Usage	Select a pdf version of a provider enrollment form.

Screen Sample – PUB-S-0003



The initial screen shot displaying a drop down application list.



A screen sample showing the beginning of the drop down list of applications.

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
View PDF	Opens up a pdf version of the selected provider enrollment application	Provider application pdf
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on ‘Provider Services’ navigation tab or Quick Link option
3. Click on ‘Provider Enrollment Forms’ option
4. Provider Enrollment screen will display

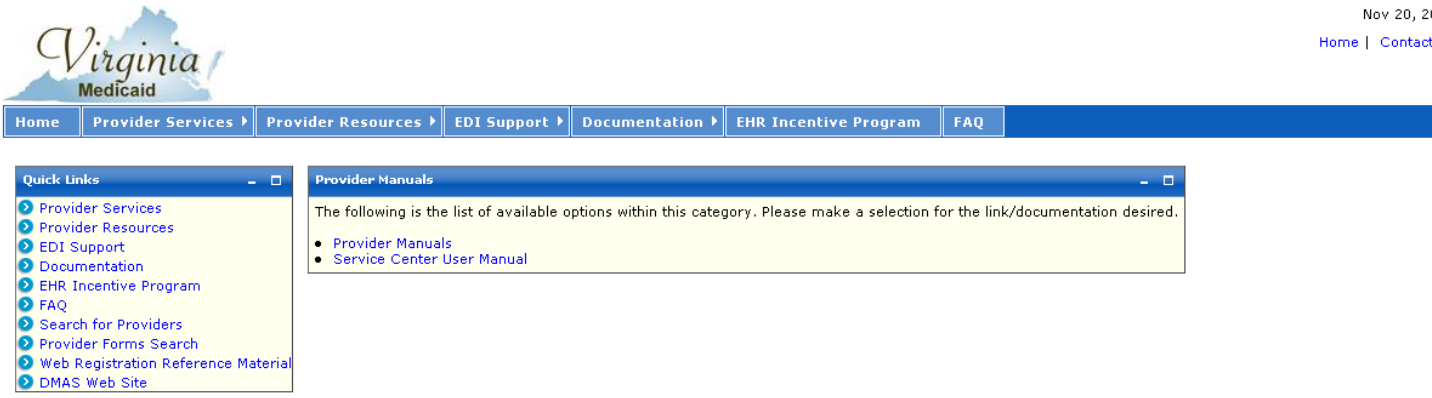
Public Portal – Provider Manuals Menu (PUB-S-0004)

General Information

Allows the user to select from the list of Provider Manuals for viewing or to open the Service Center User Manual.

Screen Name	Public Portal – Provider Manuals Menu
Source/Originator	Portal Public – Home Page (PUB-S-0001) Portal Public – Provider Login (PUB-S-0002)
Usage	Select between the provider manuals or the service center user manual

Screen Sample – PUB-S-0004



Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
Provider Manuals	Takes the user to the Provider Manuals page	PUB-S-0005
Service Center User Manual	Opens up a pdf version of the Service Center User Manual	Service Center User Manual pdf

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on 'Provider Services' navigation tab or Quick Link option
3. Click on 'Provider Manuals' option
4. Provider Manuals menu screen will display

Public Portal – Provider Manuals (PUB-S-0005)

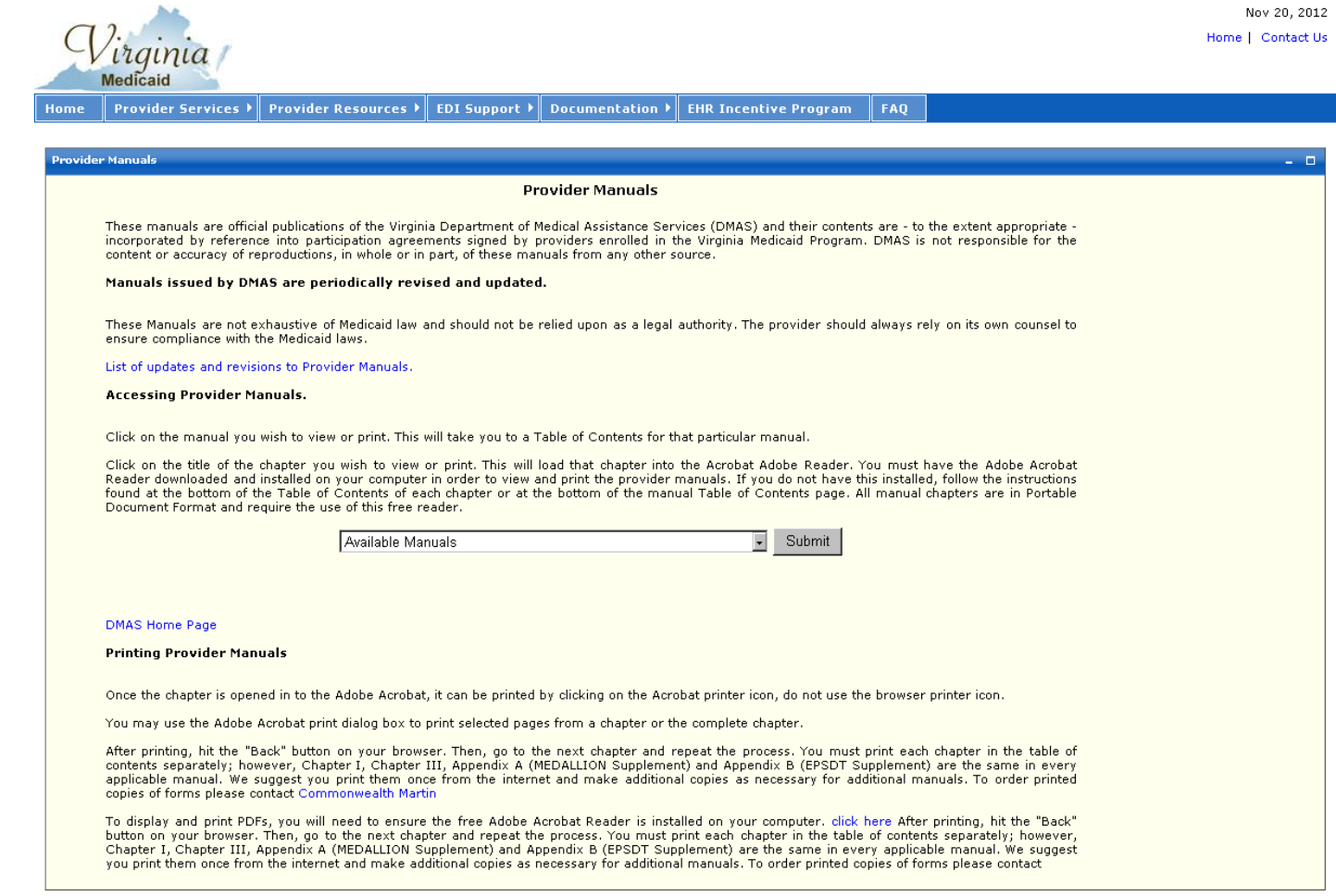
General Information

From this screen the user will be able to select the appropriate group of provider manuals (by provider type) and then select the desired manual chapter. This chapter will open in a new portal window for review and/or printing.

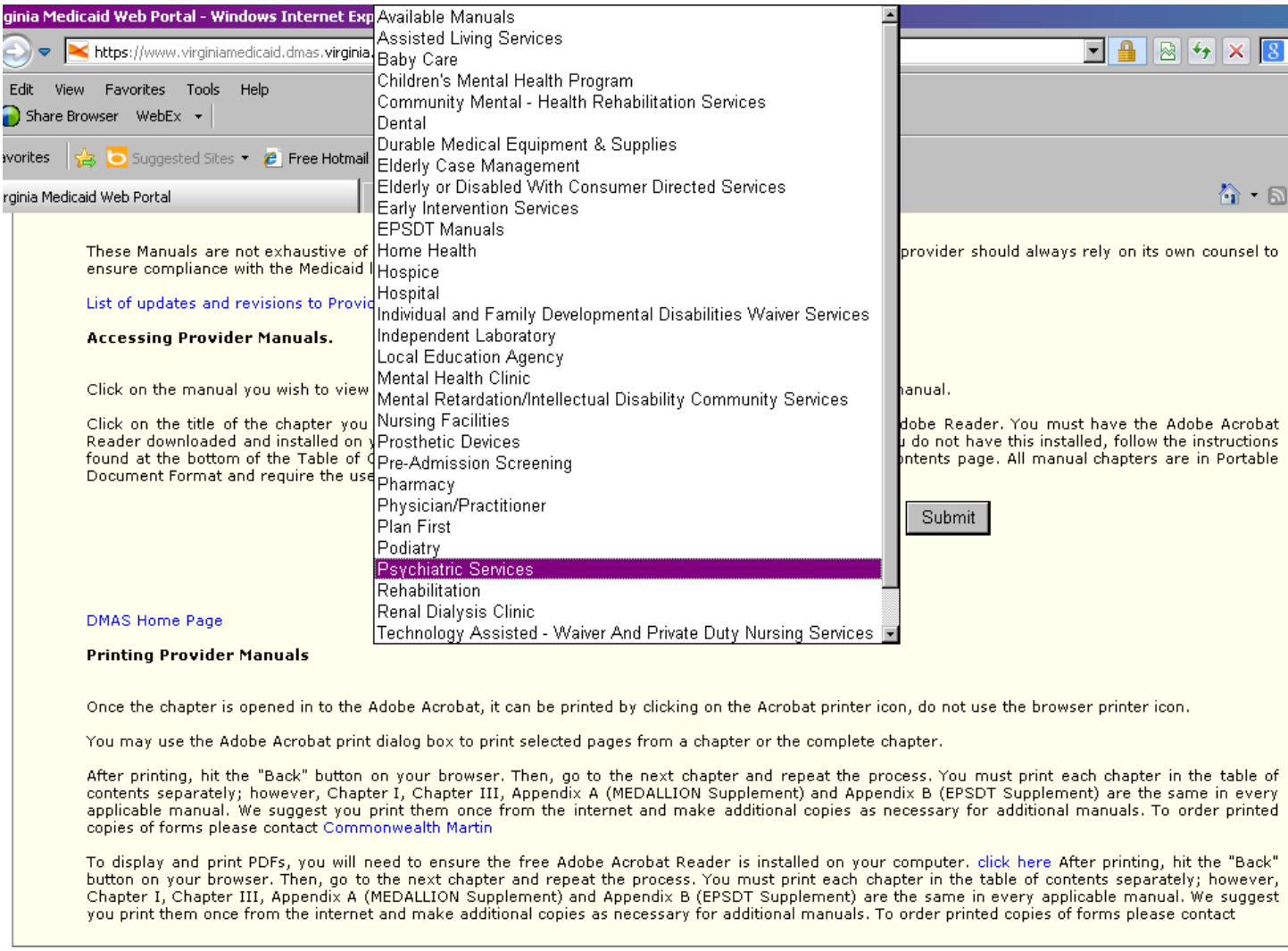
The user also has several other links on this page to get a list of updates and revisions to the provider manuals, go to the DMAS home page, order printed chapters or load a free version of Adobe Acrobat Reader.

Screen Name	Public Portal – Provider Manuals
Source/Originator	Portal Public – Home Page (PUB-S-0001) Portal Public – Provider Login (PUB-S-0002)
Usage	Select the provider manuals based on provider type or utilize various navigational links.

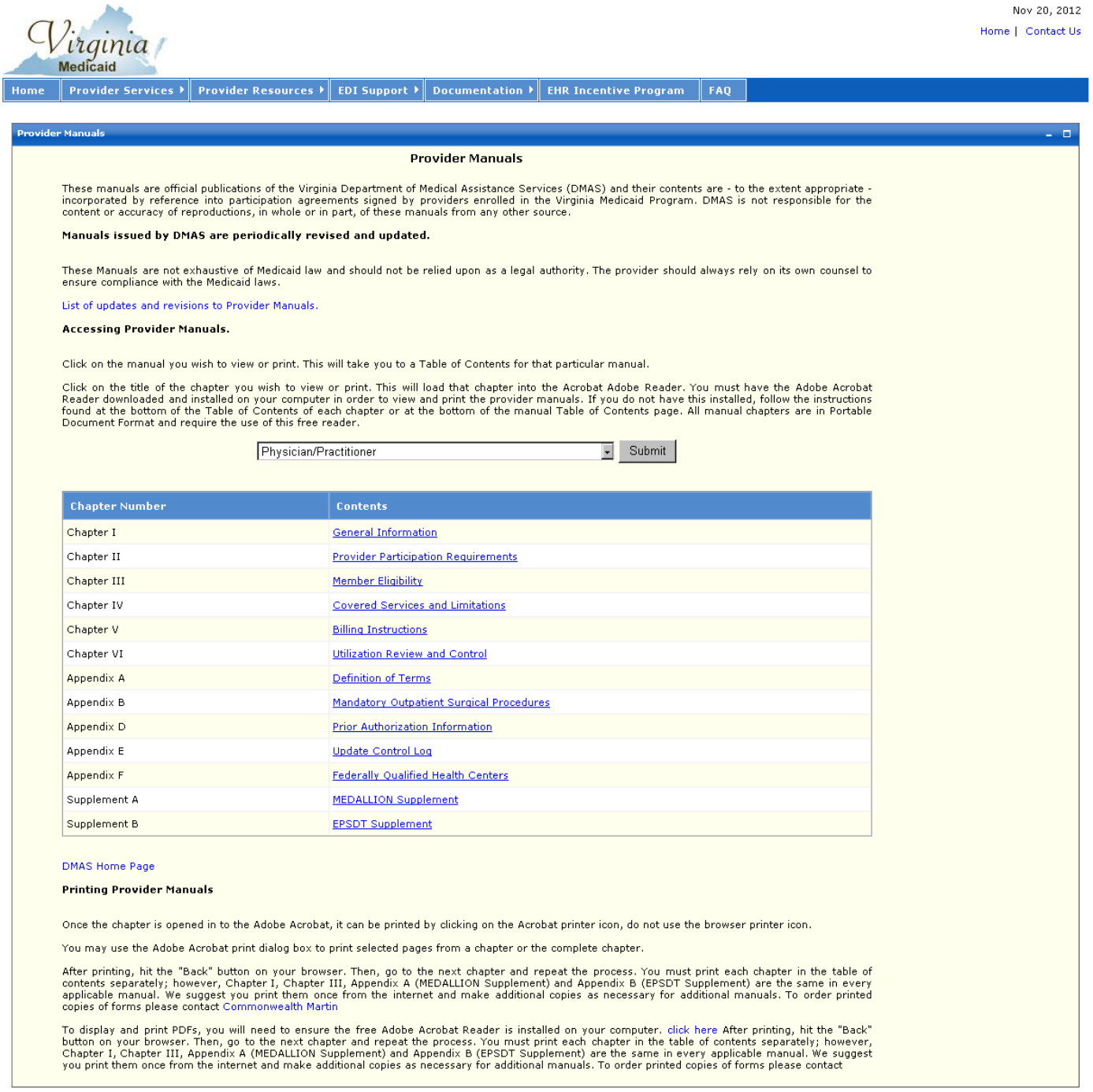
Screen Sample – PUB-S-0005



Provider manuals portal page.



Page with drop down display.



Page with manual selection and chapter links.

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
List of updates and revisions to Provider Manuals	Routes the user to the Provider Manual Cover Transmittals page	PUB-S-0006
Submit	Displays the chapter links associated with the provider type the user selected from the drop down	PUB-S-0005
Provider Manual – Contents link	Opens up a pdf version of the provider manual chapter in a new portal window	Provider Manual chapter pdf
DMAS Home Page	Routes the user to the DMAS web portal.	http://dmasva.dmas.virginia.gov/
Commonwealth Martin	Routes the user to the Commonwealth Martin website to request printed copies of the provider manuals.	http://www.cms-mpc.-com/dmas.html
Click here	Routes the user to the Adobe website to download a free copy of Acrobat Reader	http://get.adobe.com/reader/

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on ‘Provider Services’ navigation tab or Quick Link option
3. Click on ‘Provider Manuals’ option
4. Click on ‘Provider Manuals’ link
5. Provider Manuals page will display.

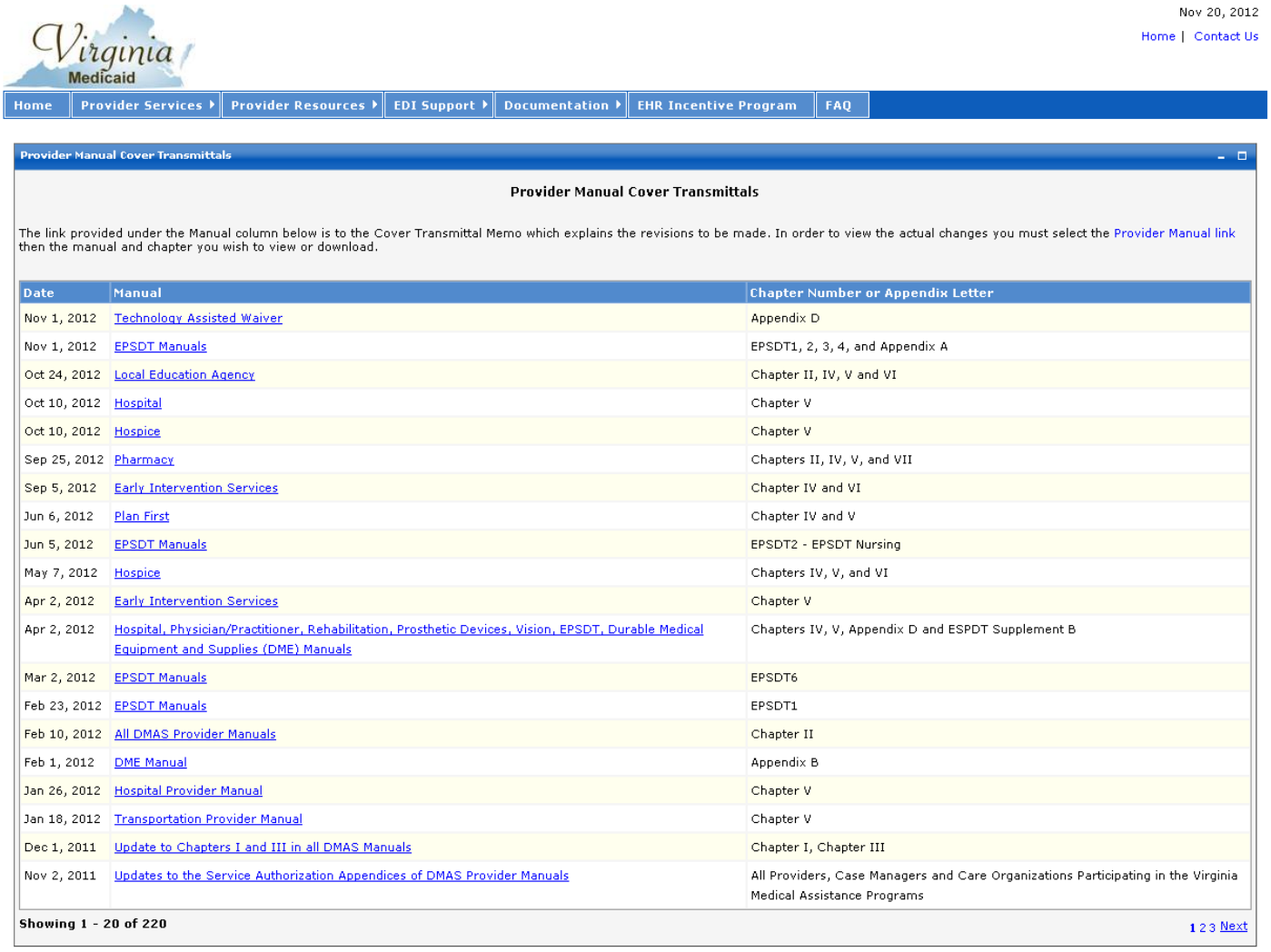
Public Portal – Provider Manual Cover Transmittals (PUB-S-0006)

General Information

From this screen the user will be able to select the appropriate provider manual cover transmittal. The selection can be made by the date posted and chapter or appendix. The transmittals detail the updates/changes made.

Screen Name	Public Portal – Provider Manual Cover Transmittals
Source/Originator	Portal Public – Provider Manuals (PUB-S-0005)
Usage	Select the provider manual cover transmittals.

Screen Sample – PUB-S-0006



Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001

Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
Provider Manuals link	Routes the user to the Provider Manual page	PUB-S-0005
Provider Manual Cover Transmittals link	Opens up a pdf version of the provider manual transmittal in a new portal window	Provider Manual Cover Transmittal pdf
Page link	Allows the user to page to additional pages of information	PUB-S-0006

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on 'Provider Services' navigation tab or Quick Link option
3. Click on 'Provider Manuals' option
4. Click on 'Provider Manuals' link
5. Provider Manuals page will display.
6. Click on 'List of updates and revisions to the Provider Manuals' link
7. The Provider Manual Cover Transmittals page will display

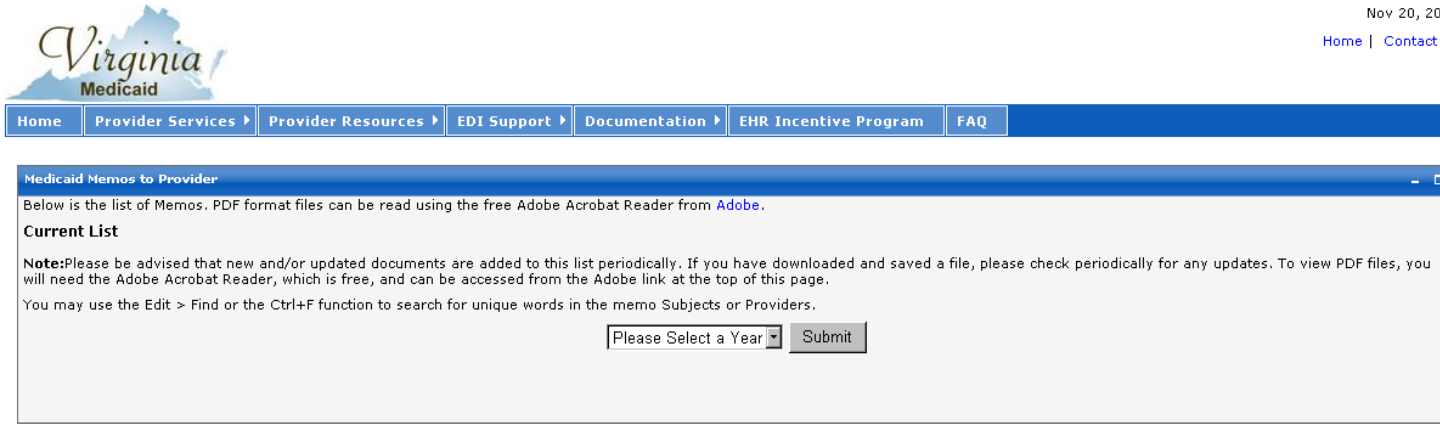
Public Portal – Medicaid Memos (PUB-S-0007)

General Information

From this screen the user will be able to select a time period (i.e. year) in which they would like to view Medicaid Memos written to the provider community. Once a timeframe is selected, the Medicaid Memos written during that period will display with the publication date, subject link and a summary of the the memo. The subject link will allow the user to open a pdf verion of the memo for review and/or print.

Screen Name	Public Portal – Medicaid Memos
Source/Originator	Portal Public – Home Page (PUB-S-0001) Portal Public – Provider Login (PUB-S-0002)
Usage	Select the time period to narrow the memo retrieval. Once the memos are returned, the links are available for selection to open the memo in pdf form.

Screen Sample – PUB-S-0007



Medicaid Memos to Provider

Below is the list of Memos. PDF format files can be read using the free Adobe Acrobat Reader from Adobe.

Current List

Note: Please be advised that new and/or updated documents are added to this list periodically. If you have downloaded and saved a file, please check periodically for any updates. To view PDF files, you will need the Adobe Acrobat Reader, which is free, and can be accessed from the Adobe link at the top of this page.

You may use the Edit > Find or the Ctrl+F function to search for unique words in the memo Subjects or Providers.

Please Select a Year | Submit

- Please Select a Year
- 2012
- 2011
- 2010
- 2009
- 2008
- 2007
- 2006
- 2005-1999

Medicaid Memos to Provider

Below is the list of Memos. PDF format files can be read using the free Adobe Acrobat Reader from Adobe.

Current List

Note: Please be advised that new and/or updated documents are added to this list periodically. If you have downloaded and saved a file, please check periodically for any updates. To view PDF files, you will need the Adobe Acrobat Reader, which is free, and can be accessed from the Adobe link at the top of this page.

You may use the Edit > Find or the Ctrl+F function to search for unique words in the memo Subjects or Providers.

2012 Submit

Publication Date	Subject	Providers
Oct 4, 2012	Updated Training for Direct Support Professionals and their Supervisors/Trainers - REVISED	All Medicaid Enrolled Providers of Residential Support, Agency Directed Personal Assistance, Day Support, and Prevocational Services through the Intellectual Disability (ID) and Day Support (DS) Waivers Participating in the Virginia Medical Assistance Programs
Oct 3, 2012	Notification of EPSDT Service Authorization Processing Moving to Keystone Peer Review Organization (KePRO) - Effective November 1, 2012	All EPSDT Personal Care and Attendant Care Provider, Hearing Aid Providers, Audiologists, Assistive Technology Providers, and Private Duty Nursing Providers Participating in the Virginia Medical Assistance Programs
Oct 3, 2012	Notification of Long Term Care (LTC) Service Authorization Processing Moving to Keystone Peer Review Organization (KePRO) - Effective November 1, 2012	All Long Stay Hospital, Specialized Care, Alzheimer's Assisted Living Waiver, and Technology Assisted Waiver Respite Care Providers Participating in the Virginia Medical Assistance Programs
Oct 3, 2012	Development of Special Criteria for the Purposes of Pre-Admission Screening	All Providers of Pre-Admission Screening Services Participating in the Virginia Medical Assistance Program and Managed Care Organizations
Sep 26, 2012	Contract Award for Service Authorization Administrator and Upcoming Changes for November 1, 2012	All Outpatient Psychiatric, Outpatient Rehabilitation [including Comprehensive Outpatient Rehabilitation (CORF)], Durable Medical Equipment (DME), Orthotic, Private Duty Nursing, EPSDT Hearing Aid Providers, Audiologists, Home Health, Physicians, Non-Emergency MRI, PET, and CAT Scan, Chiropractic, Prosthetics, Inpatient Acute, Inpatient Psychiatric, and Inpatient Rehabilitation, Treatment Foster Care Case Management, Psychiatric Residential Treatment Facilities, Community Based Residential Services for Children and Adolescent Under Age 21 (Level A Group Homes), Therapeutic Behavioral Services (Level B Group Homes), Community Mental Health Rehabilitation Services (CMHRS), Home and Community Based Care Waiver, Specialized Care, Long Stay Hospital, Alzheimer's Assisted Living Waiver, Community Services' Boards, and Managed Care Organizations Participating in the Virginia Medical Assistance Programs
Sep 12, 2012	Entry of Anthem HealthKeepers Plus for Medicaid/FAMIS Programs into City of Lynchburg, and the Counties of Amherst, Campbell, and Appomattox - November 1, 2012	All Medicaid Enrolled Providers and Managed Care Organizations Participating in the Virginia Medical Assistance Programs
Aug 29, 2012	Enrollment Change for the Children's Mental Health Program - Effective October 1, 2012	Transition Coordinators and Case Managers Participating in the Virginia Medical Assistance Programs
Jul 23, 2012	Entry of Anthem HealthKeepers Plus, a Virginia Managed Care Organization (MCO), for the Medicaid/FAMIS Programs in Culpeper – September 1, 2012	All Medicaid Enrolled Providers and Managed Care Organizations Participating in the Virginia Medical Assistance Programs
Jul 18, 2012	Termination of the MEDALLION PCCM Program - Effective April 30, 2012	All Medicaid Enrolled Providers and Managed Care Organizations Participating in the Virginia Medical Assistance Programs
Jun 27, 2012	Update on the Virginia Independent Clinical Assessment Program	Providers of Community Mental Health and Substance Abuse Services and Managed Care Organizations
Jun 18, 2012	HIV/AIDS Waiver Expiration — Effective June 30, 2012	All Medicaid Enrolled Providers of Home and Community-Based Waiver Services and Pre-Admission Screening Teams
Jun 13, 2012	Updates to the Medicaid Reimbursement Process for Hospital Acquired Conditions (HACs) – Effective July 1, 2012	Fee-for-service In-State and Out-of-State Hospitals, Including Freestanding Psychiatric Hospitals and State Mental Facilities, and Managed Care Organizations Participating in the Virginia Medical Assistance Program
Jun 12, 2012	Fee-For-Service Ambulance Service and Mileage Rate Adjustment — Effective July 1, 2012	All Fee-For-Service Emergency Ground Ambulance, Emergency Air Ambulance, Neonatal Ambulance Service Providers, and Managed Care Organizations that Participate in the Virginia Medical Assistance Program
Jun 12, 2012	Reimbursement Rate Change for Targeted Case Management Services in the Early Intervention Program — Effective July 1, 2012	All Providers of Early Intervention Services Participating in the Virginia Medical Assistance Program and Managed Care Organizations
Jun 12, 2012	SFY 2013 Rate Change for EPSDT and Home and Community Based Care Waiver Services — Effective July 1, 2012	All Mental Health/Mental Retardation Providers, Providers of EPSDT Personal Care Services, and Managed Care Organizations
Jun 12, 2012	No Inflation Adjustment for Outpatient Rehabilitation Agencies — Effective July 1, 2012 through June 30, 2014	All Medicaid Outpatient Rehabilitation and Providers Participating in the Virginia Medical Assistance Program, Managed Care Organizations, and Holders of the Rehabilitation Medicaid Provider Manual
Jun 12, 2012	No Inflation Adjustment for Home Health Providers — Effective July 1, 2012	All Home Health Providers Participating in the Virginia Medical Assistance Programs and Managed Care Organizations
Jun 11, 2012	Provider Aide Record (DMAS-90) Revision	All Medicaid Enrolled Providers of Agency-Directed Personal Care and Respite Care Services and Managed Care Organizations Participating in the Virginia Medical Assistance Programs
Jun 8, 2012	Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program and New Drug Utilization Review (DUR) Board	All Prescribing Providers, Pharmacists, and Managed Care Organizations (MCOs) Participating in the Virginia Medical Assistance Programs

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
Adobe	Routes the user to the Adobe website to download a free copy of Acrobat Reader	http://get.adobe.com/reader/
Submit	Allows the user to select a time period for narrowing the memos to be retrieved	PUB-S-0007
Subject (link)	Opens up a pdf version of the Medicaid memo in a new portal window	Medicaid Memo pdf

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on ‘Provider Services’ navigation tab or Quick Link option
3. Click on ‘Medicaid Memos to Providers’ option
4. The Medicaid Memo to Providers page will display

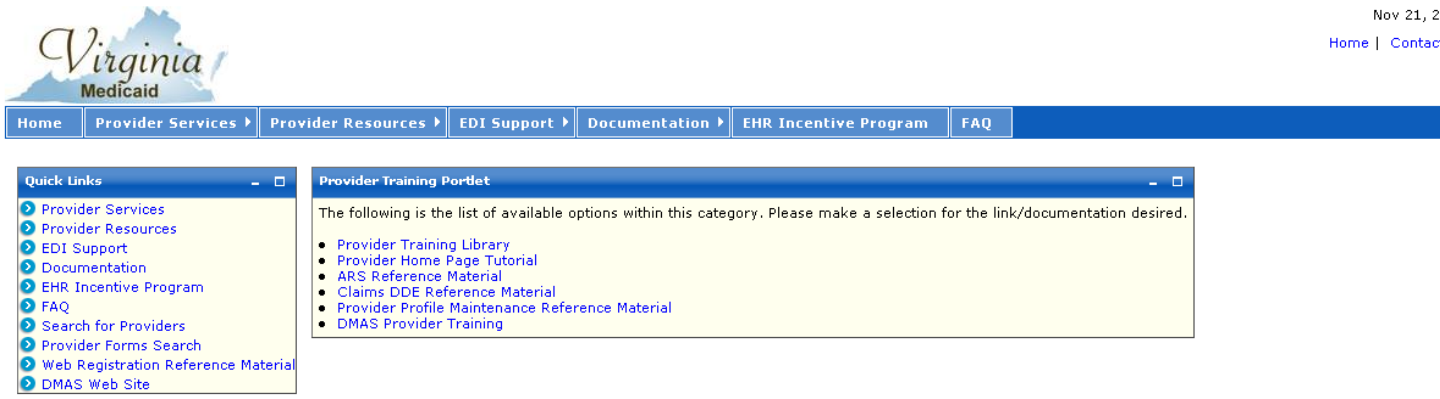
Public Portal – Provider Training Menu (PUB-S-0008)

General Information

From this screen the user can review a list of training options and make a selection via the corresponding link.

Screen Name	Public Portal – Provider Training Menu
Source/Originator	Portal Public – Home Page (PUB-S-0001) Portal Public – Provider Login (PUB-S-0002)
Usage	Review and select training option to link to

Screen Sample – PUB-S-0008



Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link

Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
Provider Training Library	Routes the user to the Training Courses and Sessions menu	PUB-S-0009
Provider Home Page Tutorial	Routes the user to the Provider Home Page Tutorial	Provider Home Page CBT
ARS Reference Material	Routes the user to the ARS Training Material menu	PUB-S-0010
Claims DDE Reference Material	Routes the user to the Claims DDE Training Material menu	PUB-S-0011
Provider Profile Maintenance Reference Material	Routes the user to the PPM Training Material menu	PUB-S-0012
DMAS Provider Training	Routes the user to the DMAS Learning Network	http://dmasva.dmas.virginia.gov/Content_pgs/ln-home.aspx

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on ‘Provider Resources’ navigation tab or Quick Link option
3. Click on ‘Provider Training’ option
4. The Provider Training Menu page will display

Public Portal – Provider Training Courses (PUB-S-0009)

General Information

From this screen the user can review a list of training options and make a selection via the corresponding link.

Screen Name	Public Portal – Provider Training Courses
Source/Originator	Portal Public – Provider Training Menu (PUB-S-0008)
Usage	Review available course listings and initate a CBT

Screen Sample – PUB-S-0009

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
Course Title link	Routes the user to the selected tutorial and initiates the CBT	Course CBT

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on ‘Provider Resources’ navigation tab or Quick Link option
3. Click on ‘Provider Training’ option
4. The Provider Training Menu page will display
5. Click on the Provider Training Library option
6. The Provider Training Courses page will display

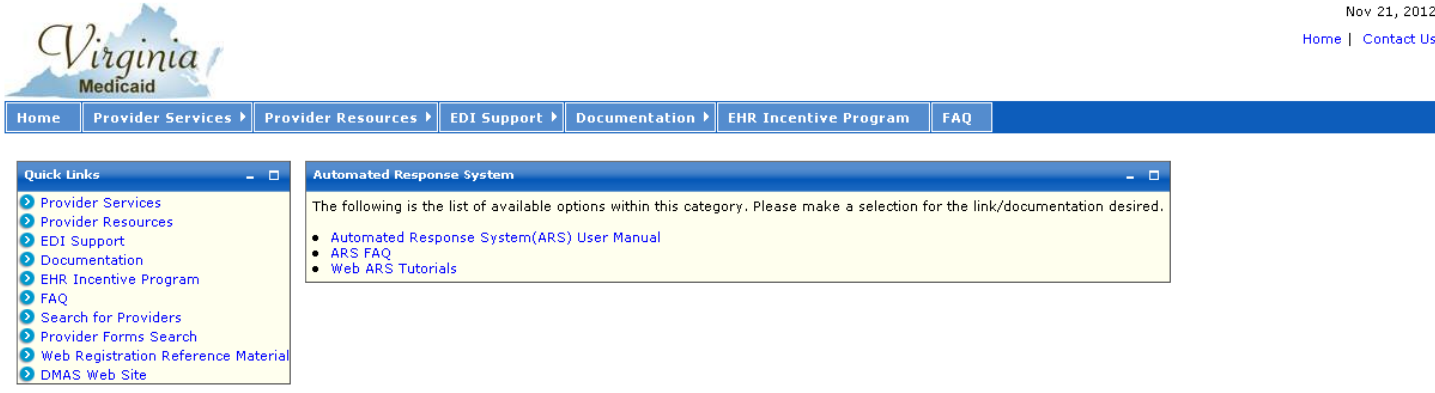
Public Portal – Automated System Response (ARS) Training Material (PUB-S-0010)

General Information

From this screen the user can review a list of training options and make a selection via the corresponding link.

Screen Name	Public Portal – Automated System Response (ARS) Training Material
Source/Originator	Portal Public – Home Page (PUB-S-0001) Portal Public – Provider Login (PUB-S-0002)
Usage	Review available ARS reference material, and select the User Manual or FAQ and/or initate a CBT

Screen Sample – PUB-S-0010



Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
ARS User Guide	Opens up a pdf version of the ARS User Manual in a new portal window	ARS User Manual pdf
ARS FAQ	Routes the user to the Frequently Asked Questions (FAQ) menu	PUB-S-0015
Web ARS Tutorials	Routes the user to the ARS tutorials/CBT menu	PUB-S-0025

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on 'Provider Resources' navigation tab or Quick Link option
3. Click on 'Automated Response System (ARS)' option
4. The Automated Response (ARS) training material menu will display

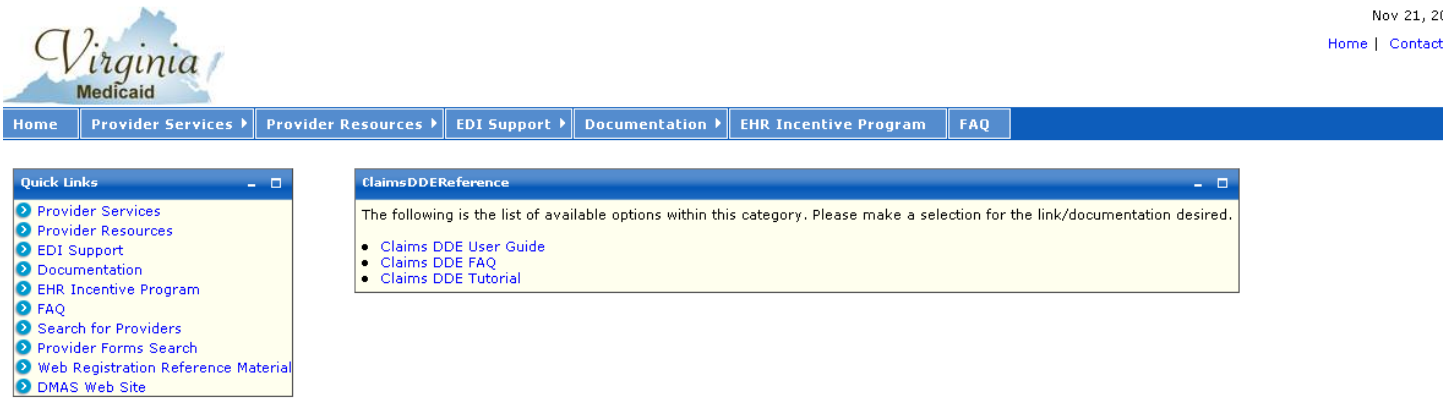
Public Portal – Claims DDE Training Material (PUB-S-0011)

General Information

From this screen the user can review a list of training options and make a selection via the corresponding link.

Screen Name	Public Portal – Claims DDE Training Material
Source/Originator	Portal Public – Home Page (PUB-S-0001) Portal Public – Provider Login (PUB-S-0002)
Usage	Review available Claims DDE reference material, and select the User Manual or FAQ and/or initate a CBT

Screen Sample – PUB-S-0011



Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
Claims DDE User Guide	Opens up a pdf version of the Claims DDE User Manual in a new portal window	Claims DDE User Manual pdf
Claims DDE FAQ	Routes the user to the Frequently Asked Questions (FAQ) menu	PUB-S-0015
Claims DDE Tutorial	Routes the user to the Claims DDE tutorial and initiates the CBT	Claims DDE CBT

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on ‘Provider Resources’ navigation tab or Quick Link option
3. Click on ‘Claims Direct Data Entry (DDE)’ option
4. The Claims DDE training material menu will display

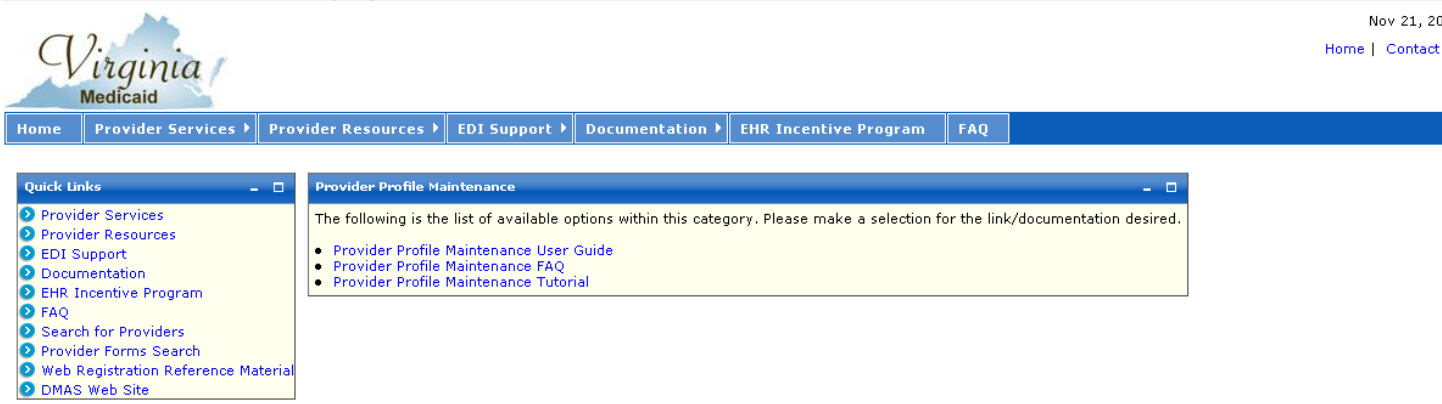
Public Portal – Provider Profile Maintenance (PPM) Training Material (PUB-S-0012)

General Information

From this screen the user can review a list of training options and make a selection via the corresponding link.

Screen Name	Public Portal – Provider Profile Maintenance Training Material
Source/Originator	Portal Public – Home Page (PUB-S-0001) Portal Public – Provider Login (PUB-S-0002)
Usage	Review available PPM reference material, and select the User Manual or FAQ and/or initate a CBT

Screen Sample – PUB-S-0012



Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
Provider Profile Maintenance User Guide	Opens up a pdf version of the PPM User Manual in a new portal window	PPM User Manual pdf
Provider Profile Maintenance FAQ	Routes the user to the Frequently Asked Questions (FAQ) menu	PUB-S-0015
Provider Profile Maintenance Tutorial	Routes the user to the PPM tutorial and initiates the CBT	PPM CBT

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on 'Provider Resources' navigation tab or Quick Link option
3. Click on 'Provider Profile Maintenance' option
4. The Provider Profile Maintenance training material menu will display

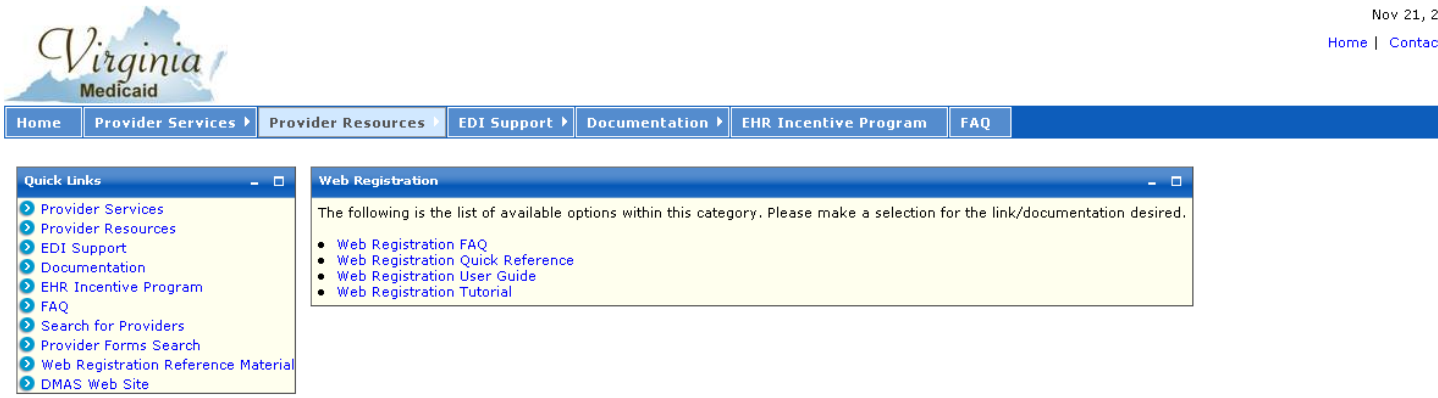
Public Portal – Web Registration Training Material (PUB-S-0013)

General Information

From this screen the user can review a list of training options and make a selection via the corresponding link.

Screen Name	Public Portal – Web Registration Training Material
Source/Originator	Portal Public – Home Page (PUB-S-0001) Portal Public – Provider Login (PUB-S-0002)
Usage	Review available Web Registration reference material, and select the User Manual, Quick Reference or FAQ and/or initate a CBT

Screen Sample – PUB-S-0013



Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
Web Registration User Guide	Opens up a pdf version of the Web Registration User Manual in a new portal window	Registration User Manual pdf
Web Registration Quick Reference	Opens up a pdf version of the Web Registration Quick Reference in a new portal window	Registration Quick Reference pdf
Web Registration FAQ	Routes the user to the Frequently Asked Questions (FAQ) menu	PUB-S-0015
Web Registration Tutorial	Routes the user to the Web Registration tutorial and initiates the CBT	Registration CBT

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on 'Provider Resources' navigation tab or Quick Link option
3. Click on 'Web Registration' option
4. The Web Registration training material menu will display

Public Portal – EDI Companion Guides (PUB-S-0014)

General Information

From this screen the user can review a list of 5010 Companion Guides and choose the appropriate link to retrieve a pdf version of the companion guide.

Screen Name	Public Portal – EDI Companion Guides
Source/Originator	Portal Public – Home Page (PUB-S-0001) Portal Public – Provider Login (PUB-S-0002)
Usage	Review available 5010 Companion Guides and utilizing the appropriate link retrieve the pdf version of the companion guide.

Screen Sample – PUB-S-0014

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
5010 Companion Guides link	Opens up a pdf version of the selected companion guide in a new portal window	5010 Companion Guide pdf

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on ‘EDI Support’ navigation tab or Quick Link option
3. Click on ‘EDI Companion Guides’ option
4. The EDI Companion Guides menu will display

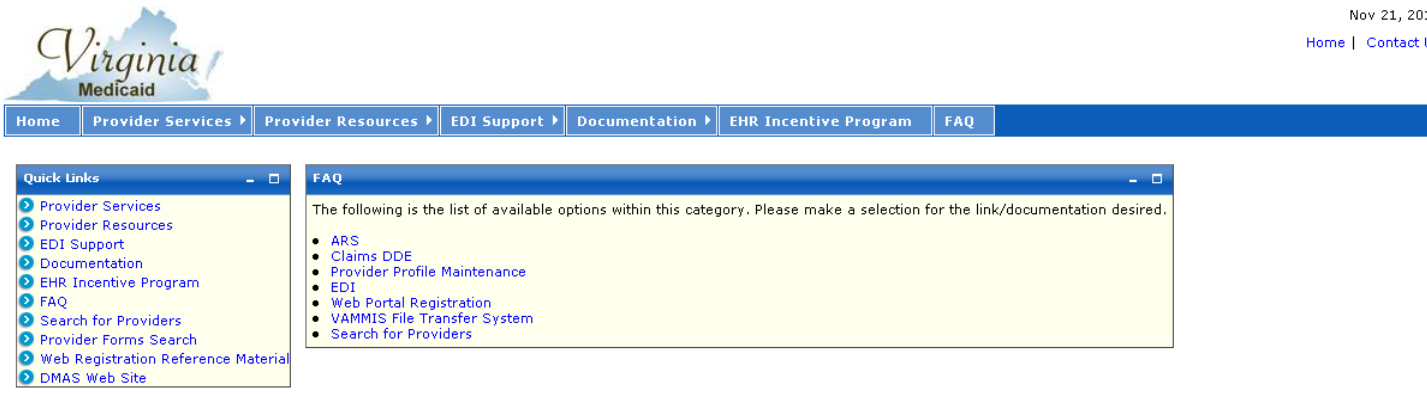
Public Portal – Frequently Asked Questions (FAQ) Menu (PUB-S-0015)

General Information

From this screen the user can access a pdf version of the frequently asked questions associated with the selected topic.

Screen Name	Public Portal – Frequently Asked Questions (FAQ)
Source/Originator	Portal Public – Home Page (PUB-S-0001) Portal Public – Provider Login (PUB-S-0002)
Usage	Review available frequently asked questions categories and utilizing the appropriate link retrieve the pdf version of the FAQ.

Screen Sample – PUB-S-0015



Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
FAQ link	Opens up a pdf version of the selected FAQ in a new portal window	Frequently Asked Questions (FAQ) pdf

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on 'EDI Support' navigation tab or Quick Link option
3. Click on 'EDI FAQ option' OR FAQ navigational tab
4. The Frequently Asked Questions (FAQ) menu will display

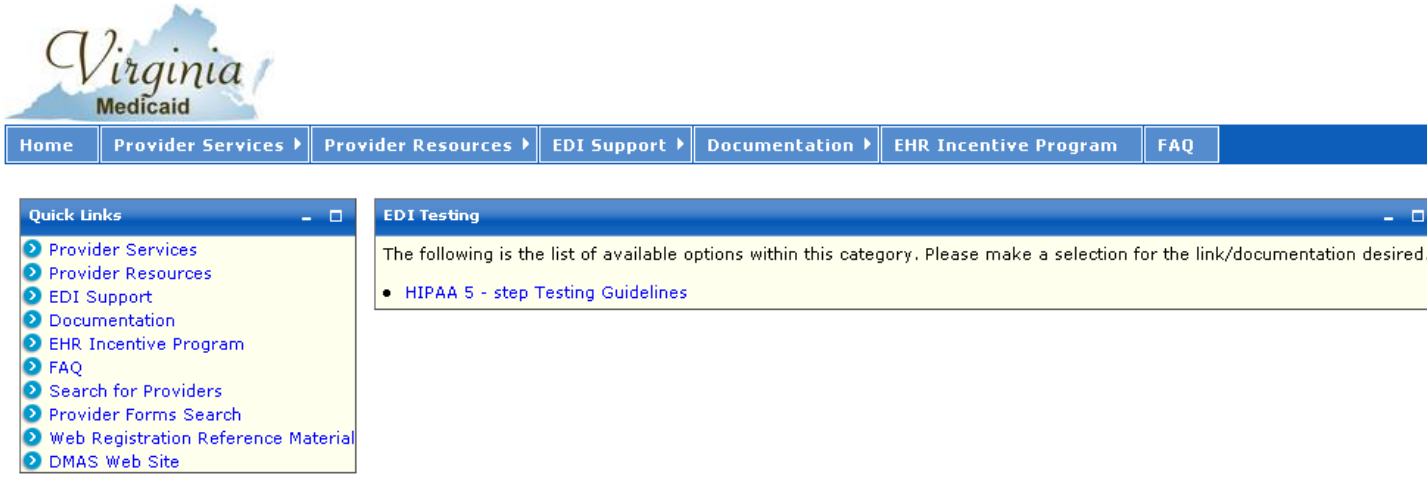
Public Portal – EDI Testing (PUB-S-0016)

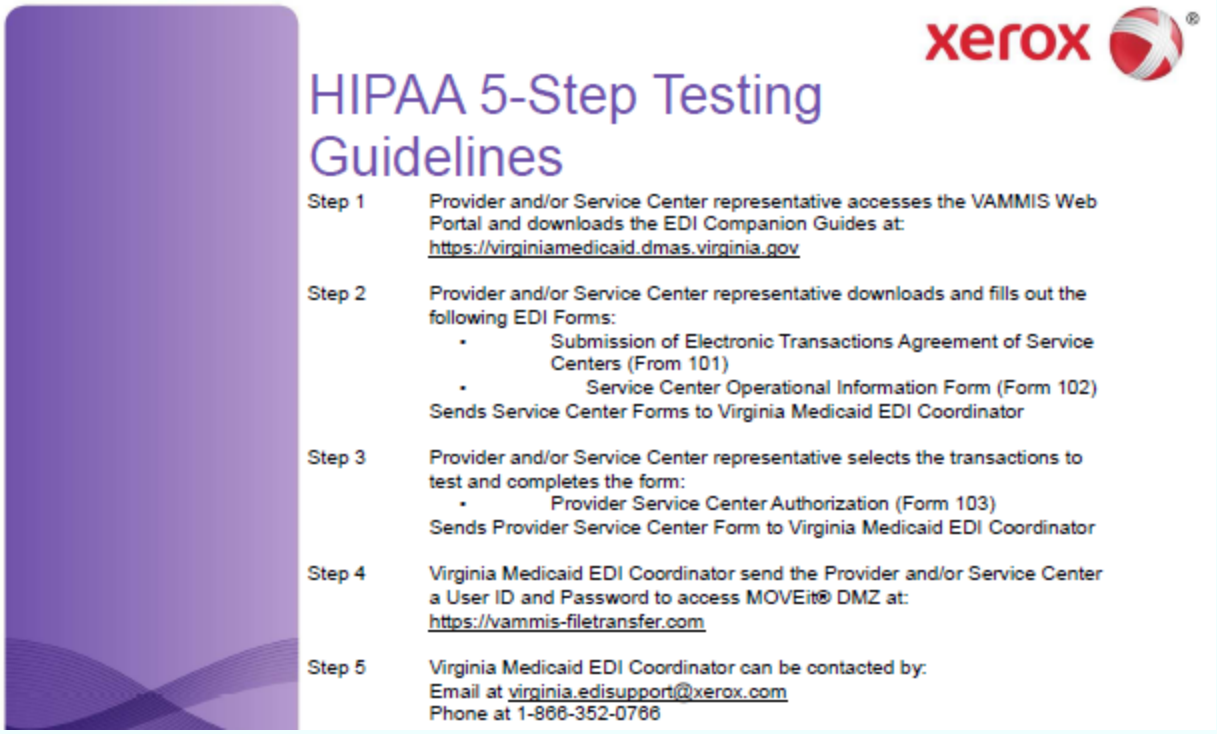
General Information

From this screen the user can access a pdf version of the HIPAA 5-Step Testing Guidelines.

Screen Name	Public Portal – EDI Testing
Source/Originator	Portal Public – EDI Support Navigation tab
Usage	Retrieve the HIPPA 5-Step Testing Guidelines from the ECM

Screen Sample – PUB-S-0016





HIPAA 5-Step Testing Guidelines

Step 1 Provider and/or Service Center representative accesses the VAMMIS Web Portal and downloads the EDI Companion Guides at: https://virginiamedicaid.dmas.virginia.gov

Step 2 Provider and/or Service Center representative downloads and fills out the following EDI Forms:

- Submission of Electronic Transactions Agreement of Service Centers (From 101)
- Service Center Operational Information Form (Form 102)

Sends Service Center Forms to Virginia Medicaid EDI Coordinator

Step 3 Provider and/or Service Center representative selects the transactions to test and completes the form:

- Provider Service Center Authorization (Form 103)

Sends Provider Service Center Form to Virginia Medicaid EDI Coordinator

Step 4 Virginia Medicaid EDI Coordinator send the Provider and/or Service Center a User ID and Password to access MOVEit® DMZ at: https://vammis-filetransfer.com

Step 5 Virginia Medicaid EDI Coordinator can be contacted by:
Email at virginia.edisupport@xerox.com
Phone at 1-866-352-0766

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab informationin Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
HIPAA Testing Guidelines link	Opens up a pdf version of the selected HIPAA 5-Step Testing Guidelines in a new portal window	HIPAA Testing Guidelines pdf

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on ‘EDI Support’ navigation tab or Quick Link option
3. Click on ‘EDI Testing’ option
4. The EDI Testing menu will display

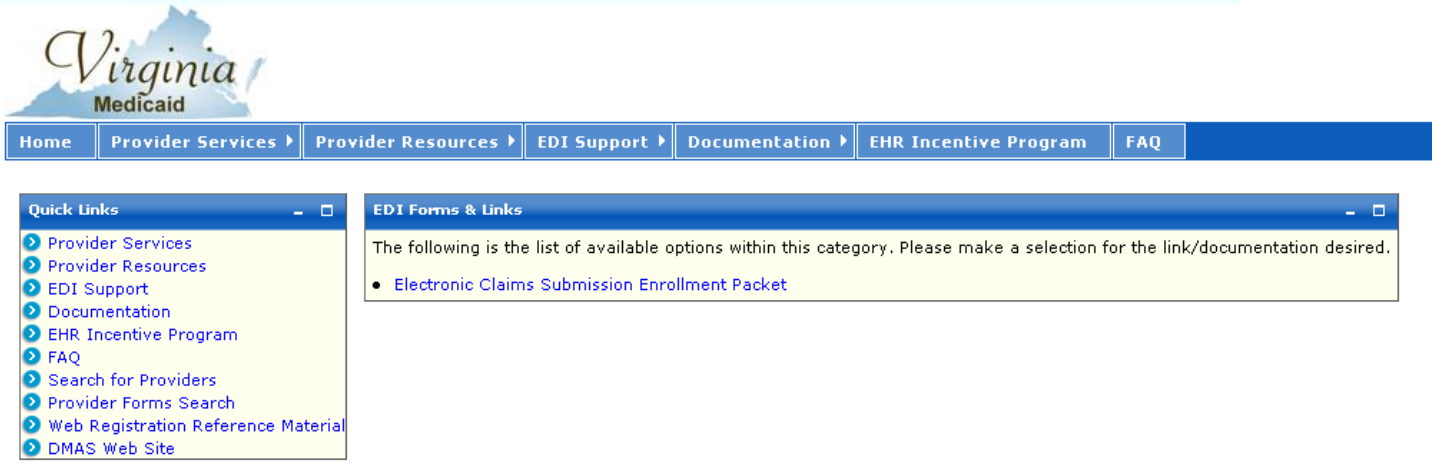
Public Portal – Electronic Claims Submission Enrollment Packet (PUB-S-0017)

General Information

From this screen the user can access the electronic claims submission enrollment packet.

Screen Name	Public Portal – Electronic Claims Submission Enrollment Packet
Source/Originator	Portal Public – EDI Support Navigation tab
Usage	Retrieve the Electronic Claims Submission Enrollment Packet from the ECM

Screen Sample – PUB-S-0017



Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
Electronic Claims Submission Enrollment Packet link	Opens up a pdf version of the electronic claims submission enrollment packet in a new portal window	Electronic claims submission enrollment packet pdf

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on 'EDI Support' navigation tab or Quick Link option
3. Click on 'EDI Forms & Links' option
4. The EDI Forms & Links menu will display

Public Portal – Paper Claims Forms (PUB-S-0018)

General Information

From this screen the user can access a menu of paper claims forms where each option is a link to retrieve the selected paper claim form from the ECM.

Screen Name	Public Portal – Paper Claims Forms
Source/Originator	Portal Public – Home Page (PUB-S-0001) Portal Public – Provider Login (PUB-S-0002)
Usage	Retrieve the selected paper claim form from the ECM

Screen Sample – PUB-S-0018

Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
Paper Claims Forms link	Opens up a pdf version of the selected paper claim form in a new portal window	Paper claim form pdf

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on ‘Documentation’ navigation tab or Quick Link option
3. Click on ‘Paper Claim Forms’ option
4. The Paper Claims Forms menu will display

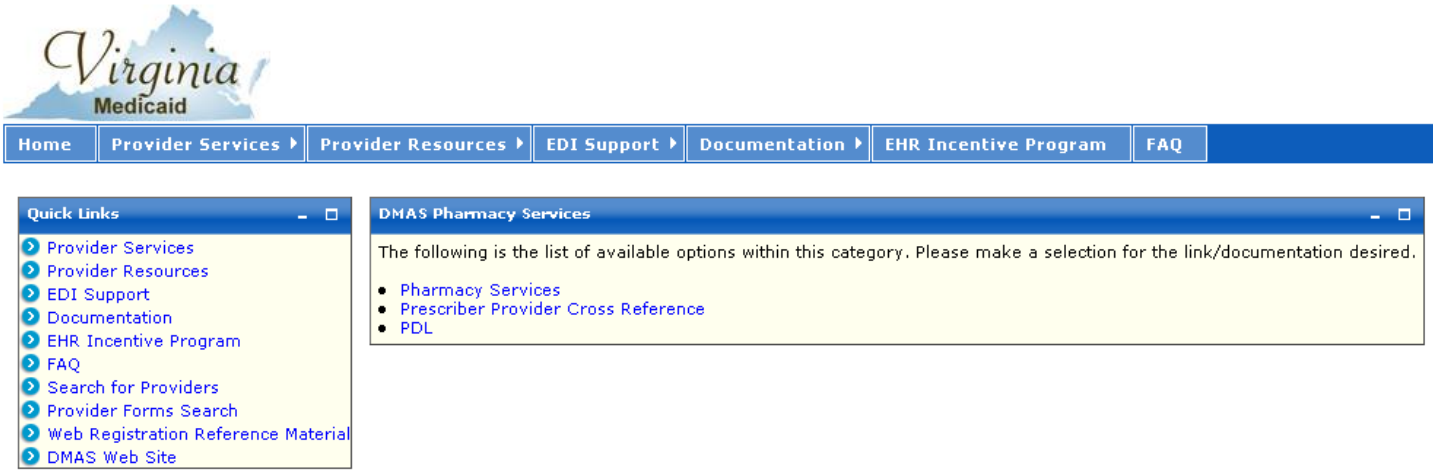
Public Portal – DMAS Pharmacy Services (PUB-S-0019)

General Information

From this screen the user can access a menu of DMAS Pharmacy Services via a link.

Screen Name	Public Portal – DMAS Pharmacy Services
Source/Originator	Portal Public – Home Page (PUB-S-0001) Portal Public – Provider Login (PUB-S-0002)
Usage	Select the appropriate option and route the user to the DMAS pharmacy website selection.

Screen Sample – PUB-S-0019



Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
DMAS Pharmacy Services	Routes the user to the selected DMAS Pharmacy website.	Pharmacy Services: http://dmasva.dmas.virginia.gov/Content_pgs/pharm-home.aspx Prescriber Provider Cross Reference: http://www.dmas.virginia.gov/Content_pgs/phar-id_list.aspx PDL: https://www.virginiamedicaidpharmacyservices.com/

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on 'Provider Services' navigation tab or Quick Link option
3. Click on 'DMAS Pharmacy Services' option
4. The DMAS Pharmacy Services menu will display

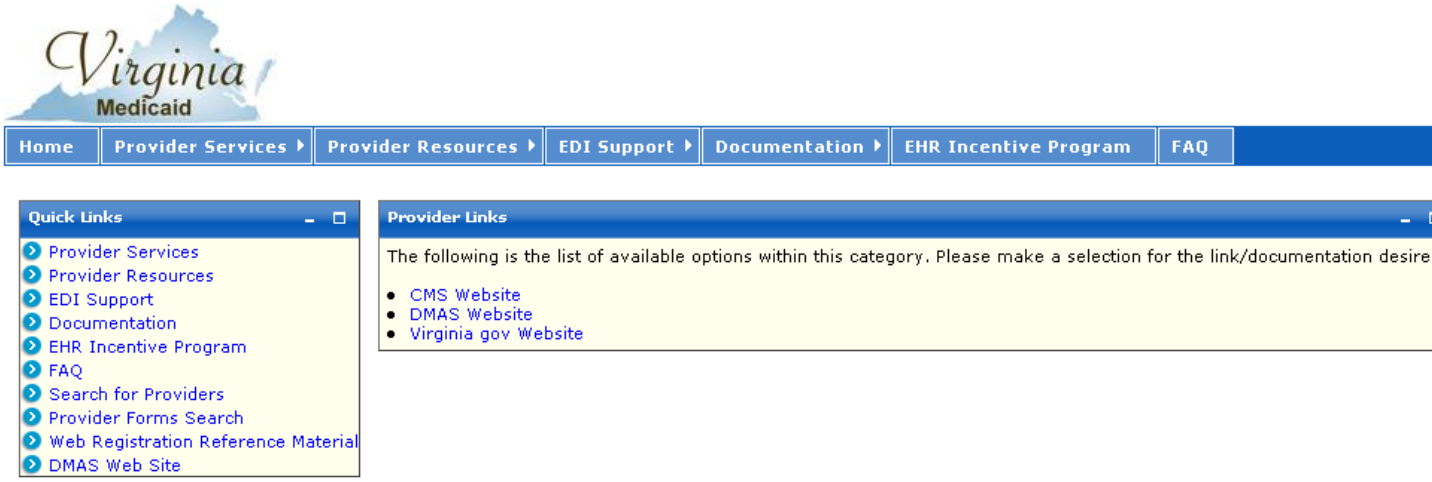
Public Portal – Provider Links (PUB-S-0020)

General Information

From this screen the user can access a menu of helpful websites with appropriate provider information.

Screen Name	Public Portal – Provider Links
Source/Originator	Portal Public – Home Page (PUB-S-0001) Portal Public – Provider Login (PUB-S-0002)
Usage	Select the appropriate option and route the user to the website selection.

Screen Sample – PUB-S-0020



Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
Provider Links	Routes the user to the selected website.	CMS Website: http://www.cms.gov/index.html DMAS Website: http://dmasva.dmas.virginia.gov/ Virginia.gov Website: http://portal.virginia.gov/

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on ‘Provider Resources’ navigation tab or Quick Link option
3. Click on ‘Provider Links’ option
4. The Provider Links menu will display

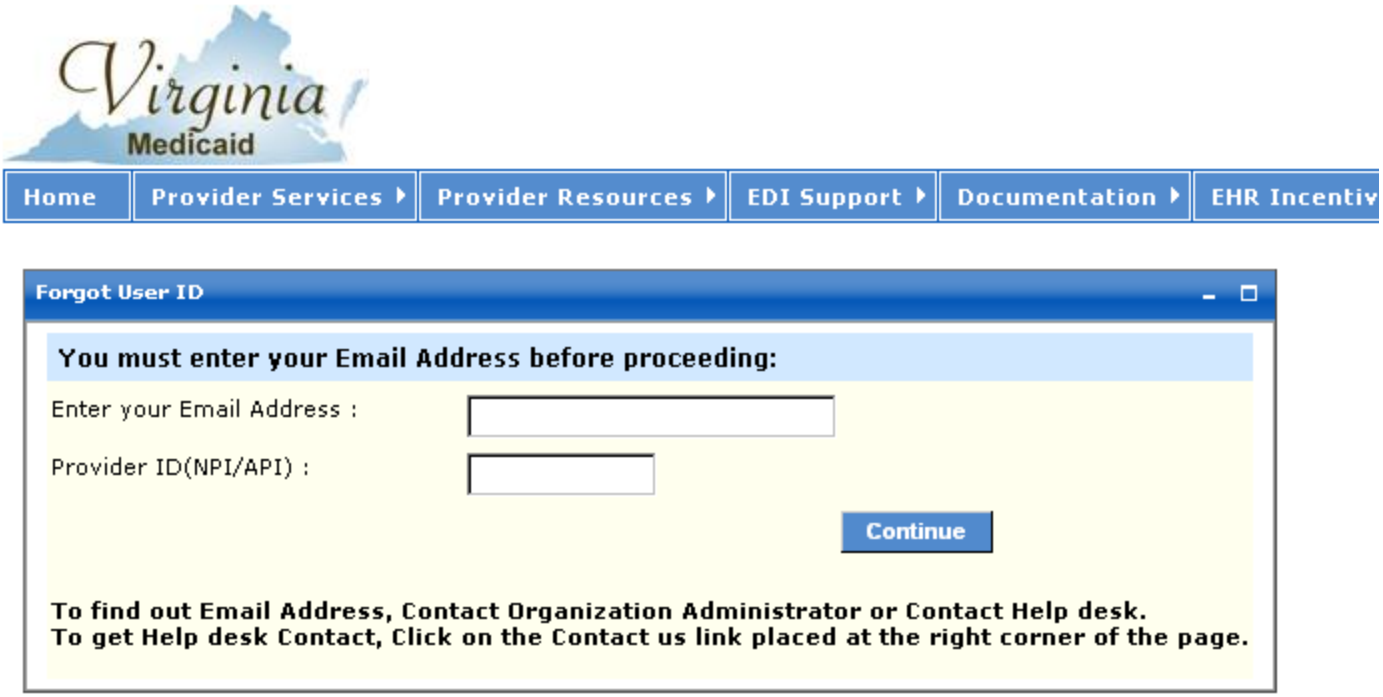
Public Portal – Forgot User ID (PUB-S-0021)

General Information

From this screen the user can supply specific information and request their user ID in the situation where the user has forgotten their ID.

Screen Name	Public Portal – Forgot User ID
Source/Originator	Portal Public – Provider Login (PUB-S-0002)
Usage	Enter information to request forgotten User ID be emailed.

Screen Sample – PUB-S-0021



Data Elements

Note: For more detailed information on each of the data elements noted in the table below, please see Data Elements.

Data Element Name (ID)	Instructions
User Email (PDE-0460)	Enter valid email address including domain
Billing Provider NPI (PDE-0007)	Enter the NPI/API associated with the User ID

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Continue	Processes the information entered by the user and routes the user to the security question screen.	PUB-S-0023

Error Messages

Description	Resolution
Email address is required	Enter a valid email address including domain
Invalid email address	Enter a valid email address including domain
Entered email address and NPI match not found. Please Contact Helpdesk. To get Helpdesk contact details, click on Contact Us link placed at right corner of the page.	Enter a valid email address and associated NPI.

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on 'Providers' link within the Login portlet
3. The Provider Login page (PUB-S-0002) will display
4. Click on the 'Forgot User ID?' link
5. The Forgot User ID page will display

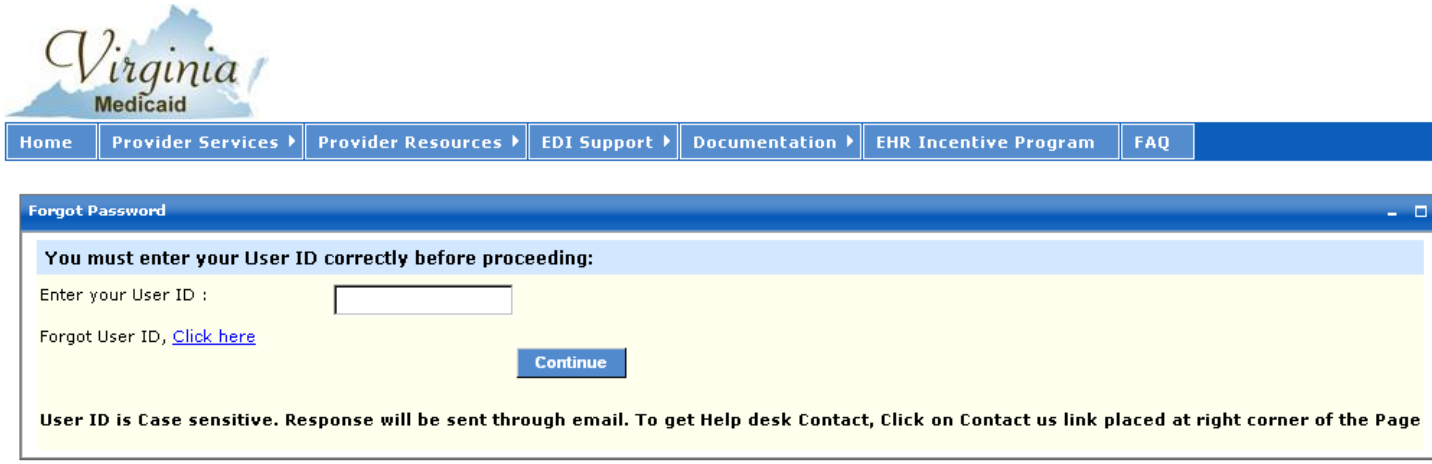
Public Portal – Forgot Password (PUB-S-0022)

General Information

From this screen the user can supply specific information and request their user passord in the situation where the user has forgotten it.

Screen Name	Public Portal – Forgot User ID
Source/Originator	Portal Public – Provider Login (PUB-S-0002)
Usage	Enter information to request forgotten password be emailed.

Screen Sample – PUB-S-0022



Data Elements

Note: For more detailed information on each of the data elements noted in the table below, please see Data Elements.

Data Element Name (ID)	Instructions
User ID (PDE-0006)	Enter the User ID associated with the NPI/API organization.

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Forgot User ID link	Routes the user to the Forgot User ID screen	PUB-S-0021
Continue	Processes the information entered by the user and routes the user to the security question screen.	PUB-S-0024

Error Messages

Description	Resolution
User ID is required	Enter valid User ID
Invalid User ID	Enter valid User ID

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on ‘Providers’ link within the Login portlet
3. The Provider Login page (PUB-S-0002) will display
4. Click on the ‘Forgot Password?’ link
5. The Forgot Password page will display

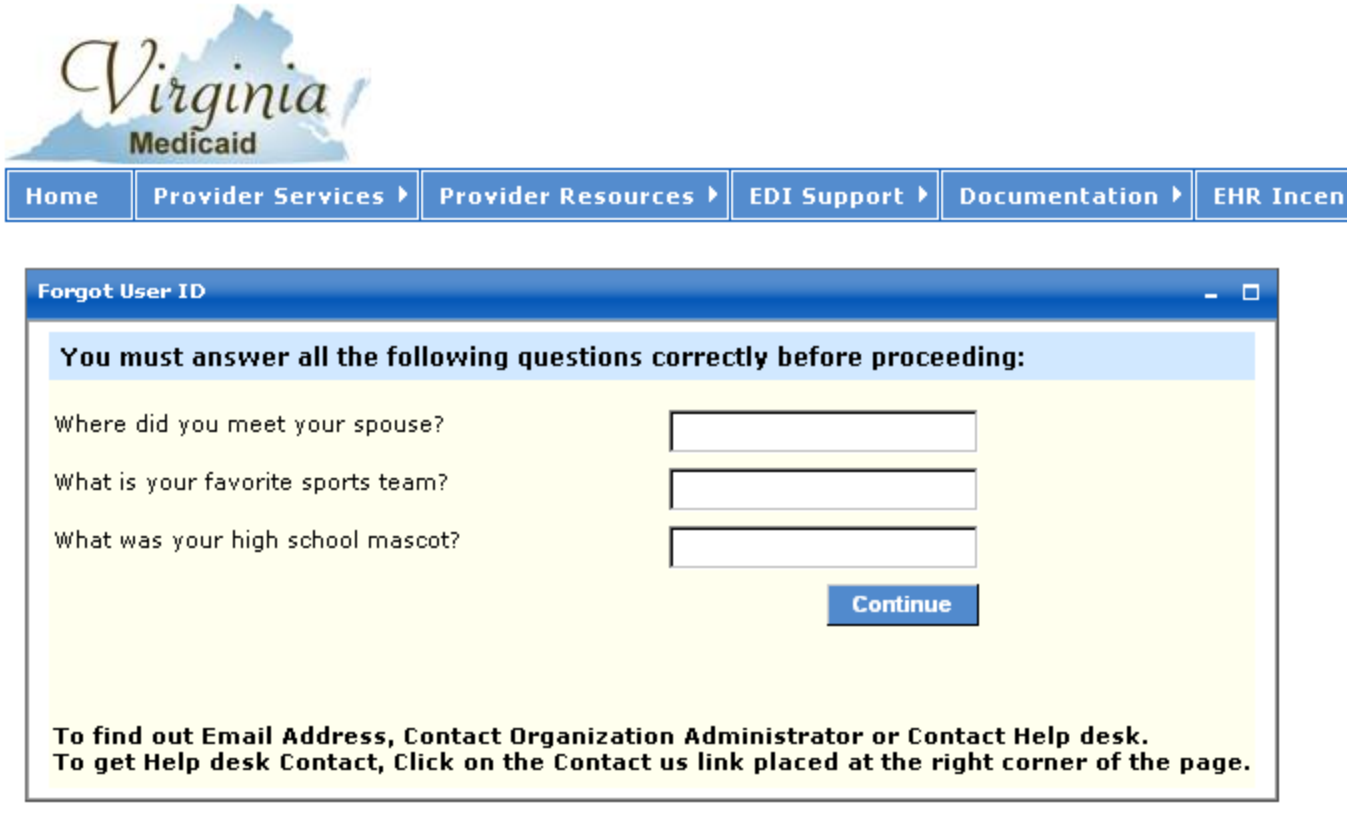
Public Portal – Forgot User ID – Security Questions (PUB-S-0023)

General Information

From this screen the user answers the previously established security questions and upon successful completion the User ID will be emailed.

Screen Name	Public Portal – Forgot User ID
Source/Originator	Portal Public – Forgot User ID (PUB-S-0021)
Usage	Enter security information to request forgotten User ID be emailed.

Screen Sample – PUB-S-0023



Note: Questions differ based on the questions the user selected at the time the user's security profile was established.

Data Elements

Note: For more detailed information on each of the data elements noted in the table below, please see Data Elements.

Data Element Name (ID)	Instructions
Security Question Response (PDE-0461)	Enter valid response to the security question established when the user registered and created a security profile.

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Continue	Processes the information entered and generates the email containing the information	PUB-P-0002 PUB-O-0001

Error Messages

Description	Resolution
Security Answer (line number) is required	Enter answers to all three security questions.
Security answers did not match. Please enter correct answers before proceeding.	Enter valid/correct answers to all three security questions.

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on 'Providers' link within the Login portlet

3. The Provider Login page (PUB-S-0002) will display
4. Click on the ‘Forgot User ID?’ link
5. The Forgot User ID page (PUB-S-0021) will display
6. Enter email address and NPI associated with the User ID, click Continue
7. The Forgot User ID Security Questions page will display

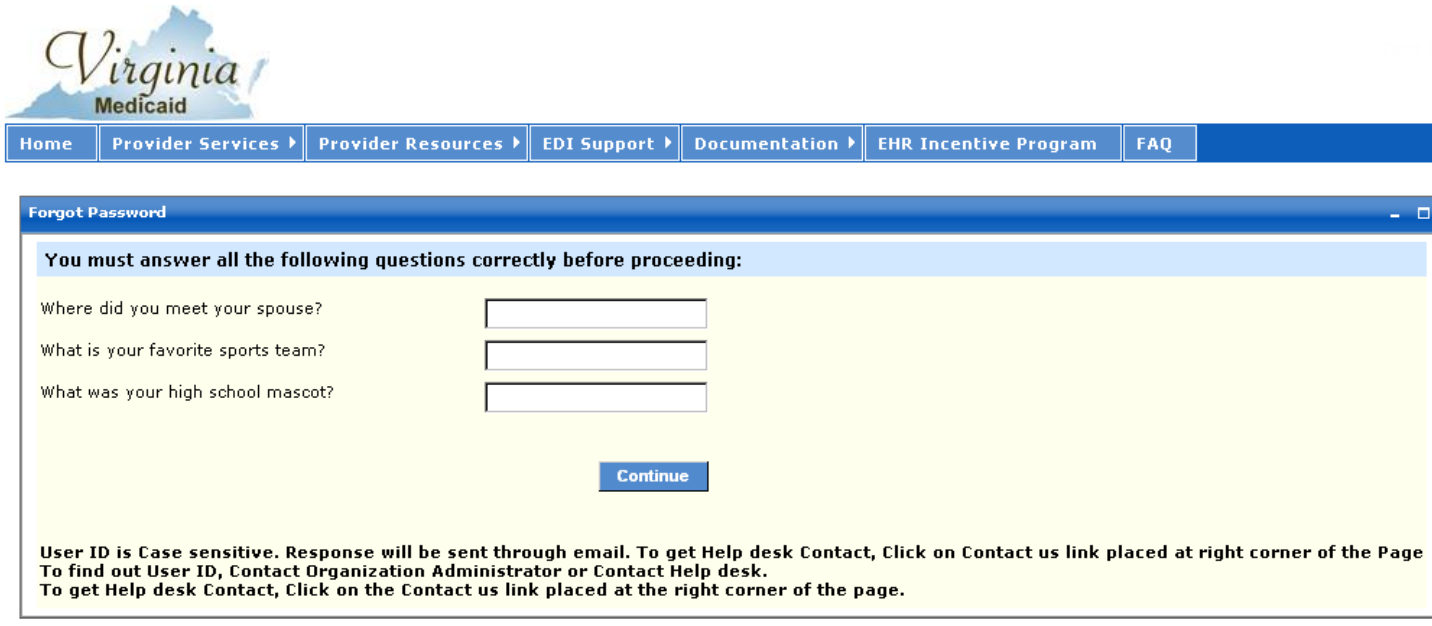
Public Portal – Forgot Password – Security Questions (PUB-S-0024)

General Information

From this screen the user answers the previously established security questions and upon successful completion the password will be emailed.

Screen Name	Public Portal – Forgot User ID
Source/Originator	Portal Public – Forgot Password (PUB-S-0022)
Usage	Enter security information to request forgotten password be emailed.

Screen Sample – PUB-S-0024



Note: Questions differ based on the questions the user selected at the time the user's security profile was established.

Data Elements

Note: For more detailed information on each of the data elements noted in the table below, please see Data Elements.

Data Element Name (ID)	Instructions
Security Question Response (PDE-0461)	Enter valid response to the security question established when the user registered and created a security profile.

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Continue	Processes the information entered and generates the email containing the information	PUB-P-0002 PUB-O-0002

Error Messages

Description	Resolution
Security Answer (line number) is required	Enter answers to all three security questions.
Security answers did not match. Please enter correct answers before proceeding.	Enter valid/correct answers to all three security questions.

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on 'Providers' link within the Login portlet
3. The Provider Login page (PUB-S-0002) will display
4. Click on the 'Forgot Password?' link

5. The Forgot Password page (PUB-S-0022) will display
6. Enter the User ID associated with the forgotten password, click Continue
7. The Forgot Password Security Questions page will display

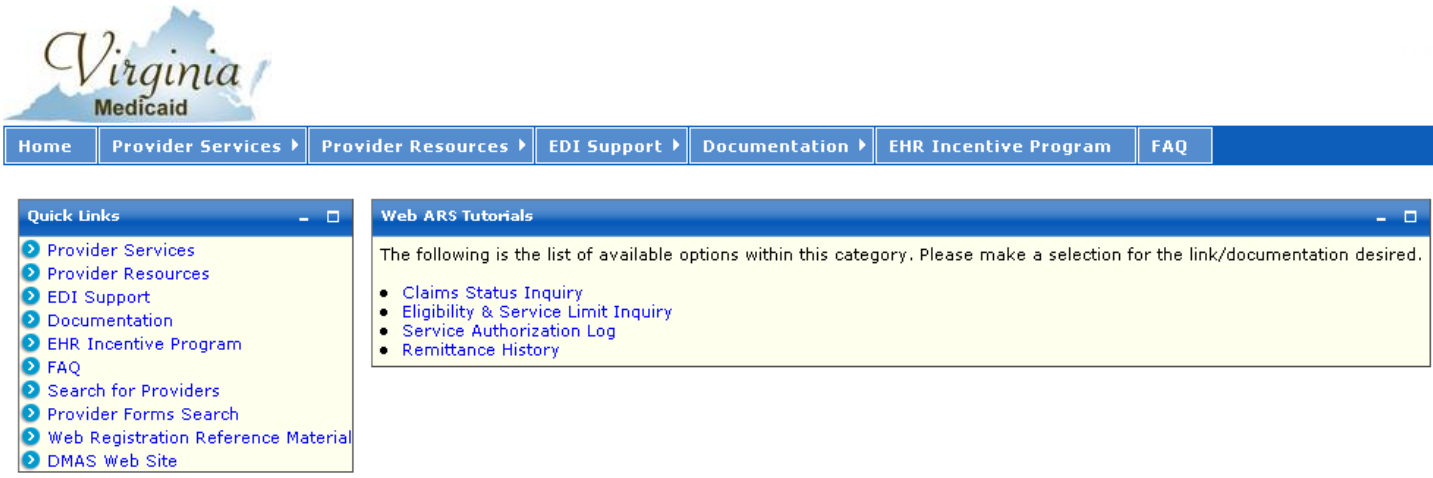
Public Portal – ARS Tutorial Menu (PUB-S-0025)

General Information

From this screen the user can review a list of ARS tutorial options and make a selection via the corresponding link.

Screen Name	Public Portal – Provider Training Menu
Source/Originator	Portal Public – Home Page (PUB-S-0001) Portal Public – Provider Login (PUB-S-0002)
Usage	Review and select the ARS tutorial option to link to

Screen Sample – PUB-S-0025



Data Elements

Data Element Name (ID)	Instructions
No Data Elements for this page	N/A

Screen Navigation

Button	Action	Link
Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
ARS Tutorial links	Routes the user the ARS tutorial selected	Selected ARS CBT initiated

Error Messages

Description	Resolution
No enterable fields	No error messages

Screen Access

1. Key in the url http://dmasva.dmas.virginia.gov/
2. Click on 'Provider Resources' navigation tab or Quick Link option
3. Click on 'Automated Response System' option
4. The Automated Response System menu page (PUB-S-0010) will display
5. Click on Web ARS Tutorials link
6. The Web ARS Tutorials menu displays

Public Portal – Internal User Login (PUB-S-00026)

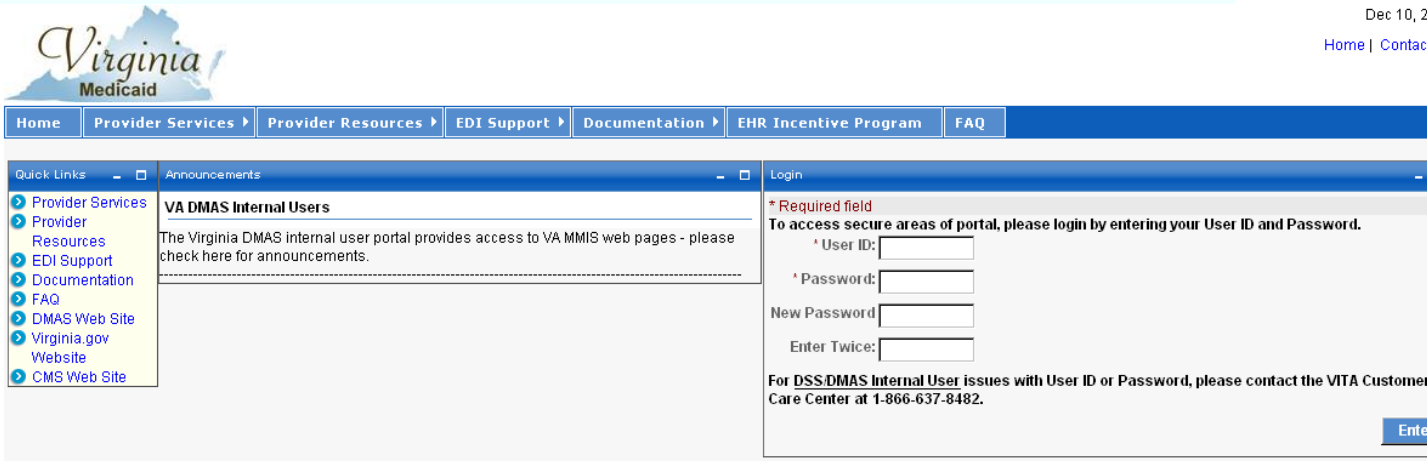
General Information

After selecting the 'Internal User' role on the Web Portal Home Page, the Xerox/DMAS user is directed to the Internal User Login Page.

From this page the users can review 'Announcements', log in to the protected internal functionality or reset/update password.

Screen Name	Public Portal – Internal User Login
Source/Originator	Portal Public – Home Page (PUB-S-0001)
Usage	Review announcements, log in to the secured internal user pages or reset/update password.

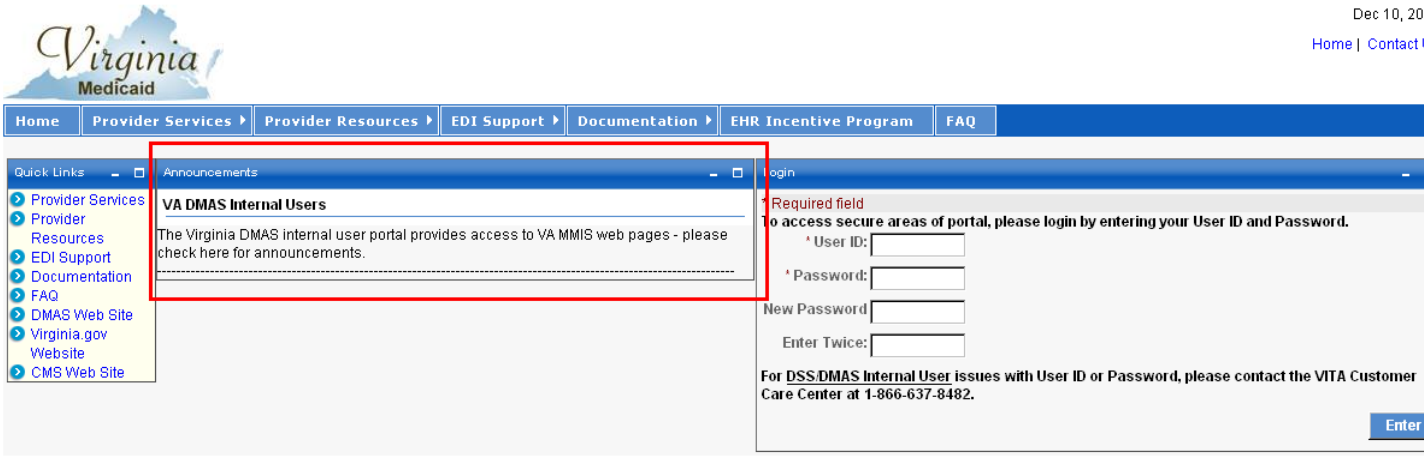
Screen Sample – PUB-S-0026



There are three portlets on this page different from the Web Portal Home Page.
• Announcements portlet
• Existing User Login portlet

Announcements Portlet

The Announcement portlet is reflected below:

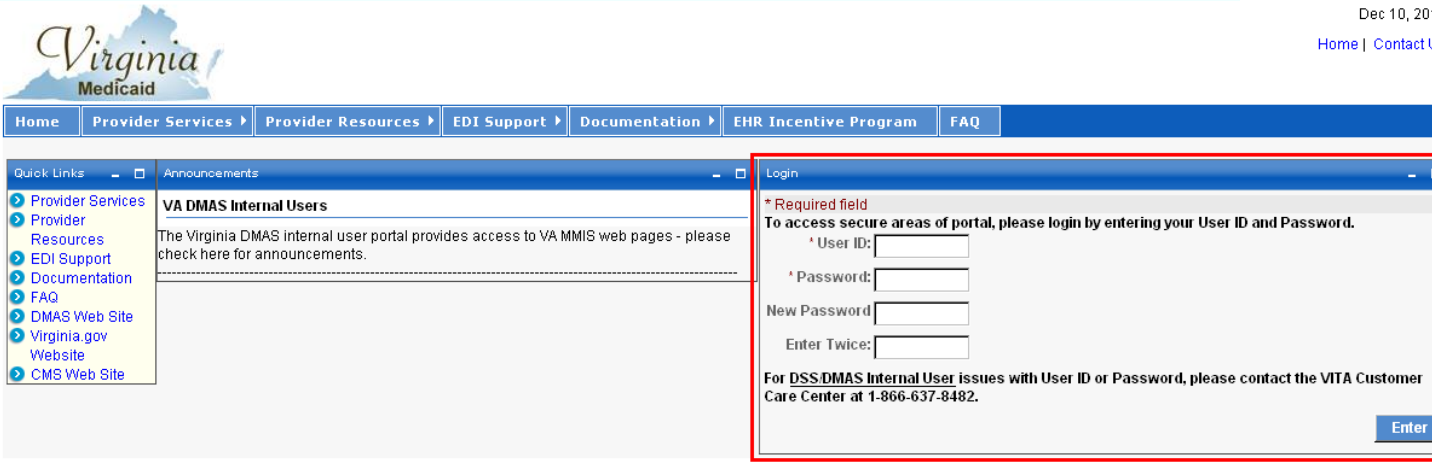


This portlet contains general instructions and routes internal users to any applicable DMAS announcements, if they are available.

Existing User Login Portlet

Once the user has established their ACF2 ID (i.e. e-code for DMAS users, xa-code for Xerox users), they will have access to the portal functionality for such things as accessing other software (i.e. ESS, SLA Reporting, ISR tracking, etc) and accessing secured functionality (i.e. MMIS and ECM).

The Existing User Login portlet is reflected below:



This portlet is used for applying an internal user's User ID and password. Both are required fields for the login process.

- User ID – this is the user's ACF2/MMIS User ID. For DMAS this is the e-code, for Xerox it's the xa-code.
- Password – this is the Password created when initially set up/ last reset.
- New Password – if the current password has expired or if the user wants to reset their password, it's entered here

- Enter Twice – for password changes, the new password is entered as a confirmation

After entering the User ID and and Password (and password reset information if needed), the user clicks 'Enter'

Data Elements

Note: For more detailed information on each of the data elements noted in the table below, please see Data Elements.

Data Element Name (ID)	Instructions
Internal User ID (PDE-0458)	Enter the User ID established during the onboarding process. This field is enterable and required.
Internal User Password (PDE-0462)	Enter the password associated with the previously entered User ID. This field is enterable and required.

Screen Navigation

Home	See Home information in Screen Navigation section	PUB-S-0001
Contact Us	See Contact Us information in Screen Navigation section	PUB-S-0001
Navigation Tabs	See Navigation Tab information in Screen Navigation section	PUB-S-0001
Web Registration	Takes the user to the beginning of the Web Registration process	WPR-S-0001
Quick Links	See Quick Links information in Screen Navigation section	PUB-S-0001
Enter	Entry of valid User ID and associated password routes the user to the Internal User Home Page	INTU-S-0001

Error Messages

Description	Resolution
Please enter logonid	Enter valid User ID
Please enter your password	Enter the password associated with the entered User ID
Password not matched	Enter the valid User ID and associated password
Password change request error. No signon action taken. New password must be	Enter new password and duplicate for confirmation

entered exactly the same on both lines. The two were compared and found not to be the same.	
New Password equals old – none set.	Enter unique password (not used in the last 24 months)
Password has expired. Enter new password.	Enter new password and duplicate for confirmation

Screen Access

1. Sign on to the internet or intranet
2. Key in the url http://dmasva.dmas.virginia.gov/
3. Click on 'Internal Users' link in the Login portlet
4. The Internal User Login screen will appear.

Electronic Health Records Incentive Program (EH-S-0001)

General Information

This screen is used for accessing information on the Electronic Health Records Incentive program. The page has multiple links to federal and state information for the incentive program.

For providers that service bordering states, this page furnishes reports for downloading that will give the provider the total number of claims submitted for Virginia. There will be a report for practitioners and a second for hospitals. These can assist the providers in determining which state to apply for the incentive program.

This screen will be used by providers and accessed from the public portal, so no authorization is necessary to get the incentive program information.

Screen Name	Electronic Health Records (EHR) Incentive Program
Source/Originator	Public portal
Usage	Public – intended for providers and internal users

SAMPLE – EH-S-0001

Home | Provider Services | Provider Resources | EDI Support | Documentation | EHR Incentive Program | FAQ

Virginia Medicaid EHR Incentive Program

Virginia Medicaid EHR Incentive Program

The Virginia Medicaid EHR Incentive Program will provide incentive payments to eligible professionals, eligible hospitals, and Critical Access Hospitals as they adopt, implement, upgr or demonstrate meaningful use of certified EHR technology in their first year of participation and demonstrate meaningful use for the remaining participation years.

- The Medicaid EHR Incentive Program is voluntarily offered by individual states and territories and will begin in the 3rd quarter of 2012 for the Commonwealth of Virginia.
- Eligible professionals can receive up to **$63,750** over the six years that they choose to participate in the program.
- Eligible hospital incentive payments are based on a number of qualifying factors.

Medicaid EHR Incentive Program Checklist

Eligible professional and eligible hospitals in your first year of participation may adopt, implement or upgrade or become a meaningful user of certified electronic health records to qu incentive payments. Here's how to qualify:

- **Make sure you're eligible for the Medicaid EHR Incentive Program.** View eligibility guidelines at the CMS Eligibility Page
- **Get Registered.**
  - Visit the CMS Registration and Attestation System to begin the registration process for the Medicaid incentive.
  - Once you have successfully registered with CMS, you will receive an email communication with instructions on the registration and attestation process for the Virginia Medicaid EHR Incentive Program.
- **Use certified EHR technology.** To receive incentive payments, make sure the EHR technology you're using or are considering buying has been certified by the Office o National Coordinator for Health Information Technology. Visit the ONC Certified Health IT Product List for details.
- **Get qualified.** To receive EHR incentive payments in the first year under the Medicaid EHR Incentive Program, you must do at least one of the following:
  - Adopt certified EHR technology; or
  - Implement certified EHR technology you have already purchased; or
  - Upgrade your current EHR technology to the newly certified version; or
  - Demonstrate "meaningful use" of certified EHR technology for a 90-day period. Visit the CMS Meaningful Use Page to learn about meaningful use objectives and measures.
  - Attest for incentive payments. To get your EHR incentive payment, you must attest (legally state) that you've met all of the eligibility criteria, including having adopte implemented, upgraded or meaningfully used certified EHR technology.

For bordering states that are interested in Virginia Medicaid's aggregate claims volumes click here for practitioners file and/or click here for hospital file.

Related Links:

Virginia Medicaid EHR Incentive Program Registration

CMS Registration and Attestation System

ONC Certified Health IT Product List

Eligibility Decision Tool

Virginia HIT Regional Extension Center

Data Elements

N/A

Screen Navigation

Button/Link	Action	Link
CMS Eligibility Page	Takes user to the CMS EHR Incentive Eligibility page	https://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/Eligibility.html
CMS Registration & Attestation System	Takes user to the CMS Registration & Attestation System page	https://ehrincentives.cms.gov/hitech/login.action
ONC Certified Health IT Product List	Takes user to the Certified Health IT Product List	http://oncchpl.force.com/ehrcert
CMS Meaningful Use Page	Takes the user to the CMS EHR Meaningful Use Overview	https://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/Meaningful_Use.html
Aggregated Claims – Practitioners	Allows the user to download the Aggregated Claims report for practitioners	EPPORTAL Report
Aggregated Claims – Hospitals	Allows the user to download the Aggregated Claims report for hospitals	EHPORTAL Report
Virginia Medicaid EHR Incentive Program Registration	Takes the user to the Virginia EHR Medicaid Incentive Program page	https://www.virginiamedicaidehr.dmas.virginia.gov/
Eligibility Decision Tool	Takes the user to a power point presentation for the EHR Medicaid Incentive workflow	EHR_EP_Decision_Tool.ppsx
Virginia HIT Regional Extension Center	Takes the user to the VA HIT Regional Extension Center – EHR Meaningful Use page	http://vhitrec.org/

Error Messages

N/A

Screen Access

Access to the Electronic Health Records (EHR) Incentive Program can be gained by accessing the provider web portal (https://www.virginiamedicaid.dmas.virginia.gov/wps/portal).

The EHR Incentive Program tab is also accessible after providers and/or individual users log in, as well as through the Quick Links.

Tables – MMIS/DB2

N/A

Tables – Portal

- Web Registration Table - WP_WEB_RGSTR_TB (PUB-T-0001)
- Web Password Table - WP_WEB_PSWD_TB (PUB-T-0002)
- Web Security Questions Answers –WP_SECUR_QUES_ASWR_TB (PUB-T-0003)
- Web Portal Message and Announcements Table – WP_MESG_ANS_TB (PUB-T-0004)
- Web Portal Organization Details Table – WP_ORG_DTLS_TB (PUB-T-0005)

Web Registration Table - WP_WEB_RGSTR_TB (PUB-T-0001)

General Information

The WP_WEB_RGSTR_TB table houses the user information associated with the profile for all registered portal providers/users.

Data Elements

Data Element Name	Field Length	Description
WP_USER_SK	10	User unique key
WP_USER_ID	30	Unique user id for each user associated with an NPIor API
WP_FIRST_NAM	25	User's first name
WP_LAST_LOGIN_DT	8	Date this user id last logged in to the system
WP_LAST_NAM	35	User's last name
WP_MID_NAM	1	User's middle initial
WP_ACCT_ACTV_IND	1	Indication of whether the user's account is active or inactive
WP_NAM_PREFX_CD	4	User's prefix
WP_ACCT_LOCKD_IND	1	Indication of whether the user's account is locked
WP_NAM_SFX_CD	4	User's suffix
WP_USER_TY_CD	1	Indication that the user type is a user on the provider portal
WP_EMAIL_ADR_TEXT	50	User's email address
L_HIBERNATE_VER_NUM	9	Hibernate version number defaults to 1
G_AUD_USER_ID	30	Audit trail – User ID
G_AUD_TS	6	Audit trail – time stamp
G_AUD_ADD_USER_ID	30	Audit trail – User ID for initial user profile add
WP_PHONE_NUM	10	User's phone number
G_AUD_ADD_TS	6	Audit trail – timestamp for initial user profile add
WP_PHONE_EXT	6	User's phone number extension
WP_LOGIN_ATMPTS_NUM	3	Login attempts counter
WP_USR_LAST_LOGIN_DT	8	Date user last logged in to the provider portal

WP_MAIL_RESTRICT	1	Mail restriction indicator
WP_EDOC_RESTRICT	1	eDocMgmt restriction indicator

Web Password Table - WP_WEB_PSWD_TB (PUB-T-0002)

General Information

The WP_WEB_PSWD_TB table houses the information associated with the user passwords for all registered portal providers/users. It keeps track of the user's password, the last time the password was changed and when the user will be required to update the password for security reasons.

Data Elements

Data Element Name	Field Length	Description
WP_USER_SK	10	User unique key
WP_VER_NUM	3	Version number
WP_PSWD_TEXT	256	User password (encrypted)
WP_BEG_DT	6	Beginning date for password
WP_END_DT	6	Ending date for password to be reset
L_HIBERNATE_VER_NUM	9	Hibernate version number defaults to 1
G_AUD_USER_ID	30	Audit trail – User ID
G_AUD_TS	6	Audit trail – time stamp
G_AUD_ADD_USER_ID	30	Audit trail – User ID for initial user profile add
G_AUD_ADD_TS	6	Audit trail – timestamp for initial user profile add

Web Security Question Answer Table - WP_WEB_PSWD_TB (PUB-T-0003)

General Information

The WP_SECUR_QUES_ASWR_TB table houses the information associated with the user's security profile questions. For all registered portal providers/users three security questions and their answers will be captured. The security questions and answers are used for User ID and password self service.

Data Elements

Data Element Name	Field Length	Description
WP_SECUR_QUES_SK	10	Security question surrogate key
WP_USER_SK	10	User unique key
WP_ASWR_TEXT	50	Security answer
L_HIBERNATE_VER_NUM	9	Hibernate version number defaults to 1
G_AUD_USER_ID	30	Audit trail - User ID
G_AUD_TS	6	Audit trail - time stamp
G_AUD_ADD_USER_ID	30	Audit trail - User ID for initial user profile add
G_AUD_ADD_TS	6	Audit trail - timestamp for initial user profile add
WP_SEC_QUES_1_CD	20	Authentication Question 1 Selection
WP_SEC_QUES_1_ASWR	20	Authentication Question 1 Answer
WP_SEC_QUES_2_CD	20	Authentication Question 2 Selection
WP_SEC_QUES_2_ASWR	20	Authentication Question 2 Answer
WP_SEC_QUES_3_CD	20	Authentication Question 3 Selection
WP_SEC_QUES_3_ASWR	20	Authentication Question 3 Answer

Web Message and Announcements Table - WP_MESG_ANNS_TB (PUB-T-0004)

General Information

The WP_MESG_ANNS_TB table houses the information associated with documents stored in the Enterprise Content Manager (ECM) documentation storage. When the user requests a document from the portal then appropriate paramenters are retrieved from this table and passed to the ECM via a Common Service Layer (CSL) and utilizing WebServices.

Data Elements

Data Element Name	Field Length	Description
WP_MESG_ANNS_SK	10	Messages/Announcements surrogate key
WP_HOME_PAGE_TEXT	100	To distinguish if this file is for Provider or Internal Users
WP_MESG_NAM	3000	Link name to display
WP_SESSN_DESC	3000	Description of what the pdf is for
WP_LINK_TEXT	100	Name of the file that is hosted in the ECM
WP_FILE_TY_TEXT	20	Indicates if this is a Memo, Manual or Announcement file
WP_FILE_SZ_TEXT	20	Indicates the size of the memo, manual or announcement file
WP_FILE_PUB_DT	10	The publish date of the file
G_AUD_USER_ID	30	Audit trail – User ID
G_AUD_TS	6	Audit trail – time stamp
G_AUD_ADD_USER_ID	30	Audit trail – User ID for initial user profile add
G_AUD_ADD_TS	6	Audit trail – timestamp for initial user profile add
L_HIBERNATE_VER_ NUM	9	Hibernate version number defaults to 1

Web Portal Organization Details Table – WP_ORG_DTLS_TB (PUB-T-0005)

General Information

This table houses the information associating a NPI/API with the users that are part of their organization. Each User ID is unique within the organization and each user is assigned one-to-many security roles.

Data Elements

Data Element Name	Field Length	Description
WP_ORG_SK	9	Organization surrogate key
WP_NPI_ID	15	The NPI or API the user ID is associated with
WP_SECUR_ID	25	The unique user ID established during the creation of the user profile
WP_SSN_FEIN_ID	9	The SSN or the tax ID associated with the NPI/API
L_HIBERNATE_VER_NUM	9	Hibernate version number defaults to 1
G_AUD_USER_ID	30	Audit trail – User ID
G_AUD_TS	6	Audit trail – time stamp
G_AUD_ADD_USER_ID	30	Audit trail – User ID for initial user profile add
WP_ACT_SECUR_ID	10	Indicates rather the secured User ID is active, etc.
G_AUD_ADD_TS	6	Audit trail – timestamp for initial user profile add
WP_SEC_ID_IND	1	Indicates whether any secured user IDs exist for this provider or not
WP_SUPER_ORG_IND	1	Indicates whether the organization is a 'superuser' organization or not; default is to 'N'